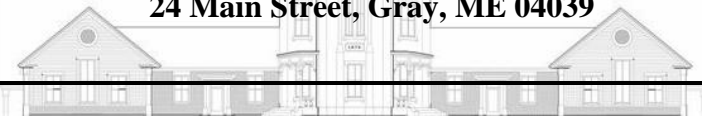


**TOWN GRAY**  
**GRAY TOWN COUNCIL**  
**AGENDA • DECEMBER 1, 2020**

**Gray Town  
Council Regular  
Meeting**

**Henry Pennell Municipal Complex**  
**24 Main Street, Gray, ME 04039**

**7:00 PM**



**I. OPENING STATEMENT:**

Due to the Governor's latest Executive Order, the Town Council meeting will NOT take place in person. The meeting will be held online with the link provided the day of the meeting. **For the Public Hearing, Residents can click in to participate or call in using the number provided the day of - during the times detailed below. Public Comment are only allowed during the Public Hearing as detailed in the agenda.**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. MINUTES FROM PREVIOUS MEETINGS**

1. To Review and Act Upon Approving the Town Council Minutes of November 17, 2020. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Town Council Minutes of November 17, 2020.**

**V. PUBLIC COMMENTS OF NON-AGENDA ITEMS (LIMIT 3 MINUTES PER PERSON).**

COMMENTS IN EXCESS OF 3 MINUTES ARE WELCOME AT THE END OF THE AGENDA PRIOR TO ADJOURNMENT. (FOR INFORMATION SHARING, NOT DISCUSSION.) **10 MINS**

**VI. PRESENTATION(S)**

1. Lifelong Living Data - St. Joseph's College **25 MINS (incl Q & A)**
2. Woodcock Subdivision Update **15 MINS**

**VII. PUBLIC HEARING(S)**

1. (First Reading) To Review and Act Upon Setting a Second Reading and Public Hearing on December 15, 2020, to Consider a Farmer's Market Ordinance for the Town of Gray. **10 MIN (7:55PM)**

Proposed motion:

**Ordered, the Gray Town Council sets a Second Reading and Public Hearing on December 15, 2020, to Consider a Farmer's Market Ordinance for the Town of Gray.**

**VIII. REPORT FROM THE COUNCIL CHAIR (20 MINUTES TOTAL ITEMS VIII- XI)**

**IX. REPORT FROM THE TOWN MANAGER**

**X. COMMITTEE REPORTS**

**XI. COUNCIL CORRESPONDENCE/ACTIVITIES**

**XII. ACTION ITEMS**

1. To Review and Act Upon Appointing \_\_\_\_\_ as the MSAD #15 School Board Director for the Balance of the Fiscal Year Ending June 8, 2021. **10 MINS**

Proposed motion:

**Ordered, the Gray Town Council Appoints \_\_\_\_\_ as the MSAD #15 School Board Director for the Balance of the Fiscal Year Ending June 8, 2021.**

2. To Review and Act Upon Appointing Schelene Shevchenko to the Community Economic Development Committee for the balance of a three-year term expiring August 31, 2023. **5 MINS**

Proposed motion:

**Ordered, The Gray Town Council Appoints Schelene Shevchenko to the Community Economic Development Committee for the balance of a three-year term expiring August 31, 2023.**

3. To Review and Act Upon Appointing Josh Martell to the Recreation and Conversation Committee for the balance of a three-year term expiring on August 31, 2022. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Appoints Josh Martell to the Recreation and Conversation Committee for the balance of a three-year term expiring on August 31, 2022.**

4. To Review and act Upon Providing Winter Maintenance for Nolan's Way in Lyon's Point Estates Subdivision (0.15 miles), for Fiscal Year 2021/2022. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Request for Winter Maintenance for Nolan's Way in Lyon's Point Estates Subdivision (0.15 miles), for Fiscal Year 2021-2022.**

5. To Review and Act Upon Approving the Proposed Memorandum of Understanding between MSAD #15 and the Town of Gray as it Pertains to the Maine Cares Act Coronavirus Relief Funds. **10 MINS**

Proposed motion:

**Ordered, the Gray Town Council Approves the Proposed Memorandum of Understanding between MSAD #15 and the Town of Gray as it Pertains to the Maine Cares Act Coronavirus Relief Funds.**

6. To Review and Act Upon Authorizing the Town Manager to Permanently Change a Seasonal Position to a Full-Time Position in the Public Works Department in Order to a Fill a Vacancy. **5 MINS**

Proposed motion:

**Ordered, the Gray Town Council Authorizes the Town Manager to Permanently Change a Seasonal Position to a Full-Time Position in the Public Works Department in Order to a Fill a Vacancy.**

### **XIII. COUNCIL BUSINESS**

1. Comprehensive Plan - Next Steps – **15 MINS**
2. Fireworks Ordinance Updates – **15 MINS**
3. Hamilton Property – **5 MINS**
4. Tracking Spreadsheet/Workshop Schedule – **5 MINS**

### **XIV. ADJOURNMENT**

1. Motion to Adjourn - **9:45PM**

*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

**TOWN OF GRAY**  
**GRAY TOWN COUNCIL**  
**MINUTES • NOVEMBER 17, 2020**

**Gray Town  
Council Regular  
Meeting**



**7:00 PM**

**I. OPENING STATEMENT:**

Due to the Governor's latest Executive Order, this Town Council meeting did not take place in person. The meeting was held online with the link provided the day of the meeting. For the Public Hearing, residents were able to click in to participate or call in using the number provided the day of the meeting.

**II. ROLL CALL**

Attendee Name	Title	Status
Sandra Carder	Chair	Present
Bruce Foshay	Councilor	Present
Dan Maguire	Councilor	Present
Sharon Young	Councilor	Present
Anne Gass	Vice Chair	Present
Deborah Cabana	Town Manager	Present
Kathy Tombarelli	Town Planner	Present
Alec Dodd	Public Works	Present
Mo Russo	Building & Grounds Director	Present

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. MINUTES FROM PREVIOUS MEETINGS**

- To Review and Act Upon Approving the Town Council Minutes of October 20, 2020.

**Ordered, the Gray Town Council Approves the Town Council Minutes of October 20, 2020.**  
Councilors Maguire and Gass requested edits which they will provide to Town Manager Cabana.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Maguire, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

- To Review and Approve the Town Council Minutes from the Executive Session held on October 29, 2020.

**Ordered, the Gray Town Council Approves the Minutes from the Executive Session held on October 29, 2020.**

<b>RESULT:</b>	<b>ADOPTED [4-0]</b>
<b>MOVER:</b>	Bruce Foshay, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Gass, Foshay
<b>RECUSED:</b>	Young

Councilor Young recused herself since she was not present for the October 29, 2020 meeting.

<b>RESULT:</b>	<b>ADOPTED [4-0]</b>
<b>MOVER:</b>	Bruce Foshay, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Gass, Foshay
<b>RECUSED:</b>	Young

Councilor Young recused herself since she was not present for the October 29, 2020 meeting.

**PUBLIC COMMENTS**

No public comments during the online meeting. No phone calls from the public were received.

**ANNOUNCEMENT REGARDING MCOA**

Chair Carder provided this time in the agenda to Councilor Young for purposes of sharing information about the Maine Council on Aging (MCOA) Program. Councilor Young explained that MCOA had reached out to determine if Gray would like to participate. South Portland was a recent pilot site for this program.

She said this would align perfectly with the work and goals of the Gray Lifelong Living Committee and MCOA will provide expert assistance. She explained there is no budgetary component. There is just a simple application for Town Manager Cabana to complete.

Chair Carder wanted clarification if this should be an action item or not. Councilor Young indicated if it must be an action item on a later agenda, we will lose this opportunity. Town Manager Cabana stated she was willing to work on this, but the Council needed to be aware and support it since it will require time from her and other staff members.

Jess Maurer of MCOA addressed the Council and said they received a grant and since Town Manager Cabana and Councilor Young were involved in the task force, MCOA wanted to give Gray the opportunity to participate and are holding a spot open for Gray. She hasn't needed to go before Town Councils in other towns. She said this program is low cost and provides high impact interventions. Staff time required would be a meeting every other month with Town Manager Cabana and Councilor Young, along with some additional meetings, probably once a month, for data collection from other Town staff.

Councilor Gass loves the idea, especially since it is data driven. She said she is a little hesitant due to town resource issues. Chair Carder determined a vote isn't needed but asked Councilor Young to request to suspend council rules to add it as an agenda item.

**Motion to Suspend Council Rules to Add MCOA as an Agenda Item**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

Councilor Foshay was fine with this and didn't think it seemed like a heavy lift. It will take some from the Town Manager time, but Sharon Young will help.

Councilor Maguire concurred with Councilor Gass. He indicated the long to do list they already have and said he's ok with it if it won't change their priority list.

Chair Carder also mentioned several projects being worked on but was ok with it if Town Manager Cabana was. She asked Jess Mauer if there would be flexibility for Town staff if they need more time to gather requested data. Jess Mauer indicated that would be fine. The first meeting will probably be January and then another two months before they return to Gray. She suspects it will be a three-year program, but they currently only have one year of funding.

Councilor Young said members of the Lifelong Living Committee can help. Town Manager Cabana knows it will bring value to the community and Councilor Young is excited about this opportunity.

## **VI. REPORT FROM THE COUNCIL CHAIR**

Chair Carder discussed the following topics.

**COVID:** She provided an update that the civil emergency has been extended through November 27th and the numbers are all going in the wrong direction right now. The Governor has updated her mask mandate to include wearing masks in all public spaces regardless of spacing and she has also taken other actions including strongly recommending against indoor gatherings with outside household members whenever possible. Chair Carder recommended that Town Council meetings stay virtual through the end of the year and this will be reassessed at the January 5<sup>th</sup> meeting. She asked Councilors if they agree that all boards and committees, if they had transitioned to in person meetings, should move back to virtual meetings. All Councilors concurred.

Chair Carder urged all residents to please make an extra effort to do our part by following the CDC recommendations. Dr. Shah said in his Monday briefing that we are now caught in a circle where private social gatherings are creating transmission with people then going into the community via work, doctor's appointments, errands, etc. which then expands that transmission. We need to break the circle. Please wear a mask any time you are out and about, wash your hands frequently and avoid indoor social gatherings. It is very difficult this time of year, but so critical.

**Election:** Chair Carder thanked Town Manager Cabana and all for an exceptionally well executed election. She also thanked the voters (over 5,300 of them!) for taking the time to exercise their civic duty, whether by absentee or in person. She said she was pleased to congratulate the Comprehensive Plan Steering Committee and Northstar for a job well done as the Comprehensive Plan passed, overwhelmingly, with 79% approval and she believes the next step is to submit the final plan to the State. The Council will see a 'next steps' discussion item on the December 1st agenda. In addition, the voters opted to not set up a Charter Committee.

**Diversion Study:** GPCOG has submitted a response to the MDOT feedback to the DOT and are working on incorporating some changes to the report. She is awaiting a completion date from them.

**Joint Leaders:** She and Town Manager Cabana attended the joint leaders meeting with Sam Pfeifle, MSAD15 Board Chair, and Craig King, Superintendent. Neither the New Gloucester Town Manager nor the Select Board Chair were available to attend. It was a very productive meeting discussing a few items where collaboration would be beneficial:

- (1) Reciprocal Fee Schedule: It was agreed that Town Manger Cabana would work with the MSAD 15 Finance Director to come up with a proposal to track/offset fees annually between the entities. The agreement will be brought before the Board/Council when ready.
- (2) Libby Hill Trail Agreement: Superintendent King provided a brief update on the working group and indicated they were looking forward to having a long-term agreement.
- (3) Childcare: Town Manager Cabana discussed childcare at the meeting and the impact COVID has had. There are quite a few areas where we may be able to assist each other including sharing facilities to increase capacity, sharing free meals program information, and there was interest in our workshop regarding the tennis court resolution/Hamilton Property which was held earlier tonight. The participants agreed quarterly meetings would be beneficial and they hope New Gloucester will be able to attend the next one.

**Town Manager Search:** Applications are being received now and a public forum is set for Monday, November 23<sup>rd</sup> at 4pm for residents who would like to share their thoughts on the Town Manager search. The forum will be virtual with a link provided that day.

**Gray New Gloucester Development Corporation:** Chair Carder congratulated New Gloucester resident Laura Glaser for winning the \$500 Local Passport Contest sponsored by GNGDC which resulted in an estimated \$7,600 of spending at 22 local businesses participating in the program. They are considering doing another one in the Spring.

## **VII. REPORT FROM THE TOWN MANAGER**

There is a vacancy on the School Board. There will be an action item on the December meeting. There are currently three applications and the deadline to apply is Friday, November 20<sup>th</sup>.

There were 4,984 voters for the 2016 Presidential election and 5,427 voters at our recent Presidential election. She is very proud of all her staff. The Comprehensive Plan passed overwhelmingly, and it now becomes a formal document. No more action is needed by the Town Council.

She is working on the thank you letters that Dan Maguire discussed at the last meeting. The original document is ready for Councilor Signatures.

New Year's Eve was discussed. Other Towns have asked if Gray is giving staff the day off. This topic will appear during the action items later in this meeting.

She received a very nice thank you note from Debbie Tarr regarding the upgrade of Gore Road, who appreciated the Town working with Raymond. She also received a thank you note from the Sno-Wolves for the continued contribution from the Town.

Dog licenses are due December 31<sup>st</sup>. She mentioned that these, as well as car registrations, can be done online if they are re-registrations. Since there are now cases of COVID in the schools, she wanted to point out that many things can be done online.

Recreation Dept personnel has been changing. One staff member has resigned and another (Sarah Rodriguez) has been selected as the New Gloucester Recreation Director. This leaves two staff members, but they can function due to reduced activities.

Public Works Department has been advertising for a snow removal truck driver, a full-time job for half of the year. She asked the Council to authorize creating a full-time position using other

benefits/salary savings. She stated we are short of people to take care of roads and several Town Managers are considering splitting public works crews.

Councilors discussed and Chair Carder asked Town Manager Cabana to add it to a future agenda to discuss thoroughly and vote.

### **VIII. COMMITTEE REPORTS**

Councilor Young reported that the Finance Committee met virtually on October 22. They were joined by Ron Smith who does Gray's annual financial audit. He was pleased with Katy Jewell's work. In reference to audits, he suggested the Council consider an amendment to the Town Charter to state a more realistic 120 days instead of the 90 days as it states now. They discussed the unassigned general fund balance. Ron had questions about the net assessment.

Councilor Young reported that ZBA met in person on October 28<sup>th</sup> with appropriate safety measures. They elected officers. Brad Fogg was re-elected as Chair and Lena Reichardt was elected as Vice Chair. A waiver of the sign ordinance was granted to NeoKraft regarding the Loon Island LLC properties.

Councilor Young said the Blueberry Committee won't meet until after the first of the year.

Councilor Gass reported on the Communications Committee. They discussed their new server and plan to push out new programming by the end of the year. Suzanna Gallant will go to the next meeting and Jolie Fahey has attended meetings.

Councilor Gass said the Rec Committee changed their meeting time and she couldn't attend.

Councilor Foshay thanked Councilor Young for discussing the Finance Committee. He said he also missed the CEDC meeting but has had many emails as it is an active committee.

Councilor Maguire said OAC will meet on Thursday from 4:30pm-6pm.

Councilor Maguire said the Planning Board met last week. They are still interested in meeting with the Council but know it will be in the future as they wish to meet face to face.

Councilor Carder said the Recycling Committee met on October 22<sup>nd</sup> and discussed various projects including the 'Put a Lid on It' education program, new signage, the bulletin board at the Transfer Station, and sticker compliance/price project. It was noted that Gray had the most participation in the Cumberland County Soil and Water recent agriculture survey. There will be more information coming on the results of that survey. The next meeting is this Thursday at 5pm.

Councilor Carder said GPCOG met on November 9<sup>th</sup>. A new initiative underway is to propose a 'development' grant fund which would include funding for planning/engineering of projects to ensure each community has shovel ready projects in anticipation of future infrastructure stimulus funds. In almost all communities, the strain of identifying funding for engineering and plan development is a direct deterrent to obtaining or applying for grant/outside funding when those opportunities arise. GPCOG will be holding their Newly Elected Officials Reception, virtually, on December 17th at 6pm. Because of that event, there is no meeting in December. The next meeting will be January 13th.

Councilor Carder reported that the Dry Mills School Committee met on November 16<sup>th</sup>. A second work session to go through materials was postponed due to the increase in COVID cases. Next meeting is December 21<sup>st</sup> at 6:30p.m.

## **IX. COUNCIL CORRESPONDENCE/ACTIVITIES**

Councilor Young thanked Chair Carder for allowing her to discuss MCOA earlier in the meeting while Jess Mauer was available on the virtual meeting. She also thanked Town Manager Cabana and Councilors for their support.

Councilor Young said she was contacted by Cumberland County Sheriff Joe Schnupp regarding Thanksgiving dinners for seniors. They usually host seniors at a sit-down dinner at Camp Sunshine. This year, they will cook/freeze/deliver a meal to seniors. Councilor Young and Donna Rand from the food pantry put together a list of seniors. Deputies will deliver to 30 seniors. She spoke to one senior who had family in the area but since it will be a crowd, this gave her the opportunity to say no so she could stay home, stay safe, and have a good meal. This gives deputies the chance to meet seniors in our community. Since they are first responders, it is helpful for them to get to know the seniors.

Councilor Young reported that the Gray Lifelong Living and GNGHS Community Service Club conducted a fall clean-up for seniors on November 7<sup>th</sup>. A dozen high school students participated with a committee member supervising at each site. She hopes this will be an annual event. All homeowners were very appreciative. She thanked Karen Licht who is in charge of the GNGHS Community Service Club and thanked Jolie Fahey who promoted this on the Town website.

Councilor Gass had communication from Tracy Scheckel, of Otelco, regarding a broadband expansion proposal, Steve McPike regarding the Maine Rail to Trail project, and Rachel Lyn Rumson regarding the Farmer's Market ordinance. The Farmer's Market topic will be discussed later in the agenda.

Councilor Foshay heard from Jason Wilson on few subjects. He was contacted by A. Schultz regarding peaceful protests, P. Dunn regarding use of the cemetery, and Don Ouellette regarding solar.

Councilor Maguire was contacted by a resident of Mayall Road with questions about the workshop. He directed the resident to Alec Dodd.

Councilor Carder reached out to Shad Hall who manages Banner Hill to obtain his feedback on the new banner sections in the draft Sign Ordinance. She will be scheduling the final discussion on the Sign Ordinance for the December 15th workshop hour.

She received a call from a resident about her absentee ballot.

Councilor Carder spoke to a resident on Fairview Avenue regarding speeding and reckless driving on their road. She referred the complaint to Town Manager Cabana to pass along to the deputies. She also asked Alec Dodd to add the road to the speed sign rotation for this coming spring.

Councilor Carder received an email from the Gray Historical Society regarding their new historical markers and what the process is for obtaining approval for each location. She referred that request to Kathy Tombarelli.

Councilor Carder received calls from reporters at the Lake Region Weekly and WGME related to the Town's landfill solar array. These calls resulted in stories on their platforms.

Councilor Carder said she and Town Manager Cabana had communication with staff from Revision and our attorney Alyssa Tibbetts regarding an amendment to the Solar Array PPA. This will be covered later in the meeting.

Councilor Carder participated in the MMA update webinar on October 29<sup>th</sup> regarding marijuana rules/procedures related to both medicinal and recreation. It was a good update on the opt-in options and what can and cannot be regulated on the medicinal side.

Councilor Carder communicated with Jim Taplin at Otelco to facilitate his communication with Alec Dodd regarding the utility pole review on Shaker Road. There will be an update on that project at the December 1<sup>st</sup> workshop.

Councilor Carder said she received emails, as all councilors did, from Jason Wilson regarding the Comprehensive Plan, tennis courts and Rec dept.

## **X. ACTION ITEMS**

1. To Review and Act Upon Awarding the FY2021 Long Hill Culvert Road Replacement Project Bid to A.H. Grover, Inc., as Proposed by the Public Works Director.

### **Ordered, the Gray Town Council Awards the FY2021 Long Hill Culvert Road Replacement Project Bid to A.H. Grover, Inc., as Proposed by the Public Works Director.**

Alec Dodd informed the Council he had 7 bids returned. Low bidder was A.H. Grover in the amount which was budgeted. Councilor Maguire asked questions about the life expectancy of the new culvert and using metal vs. concrete. Alec said concrete is more expensive.

**RESULT:**  
**MOVER:**  
**SECONDER:**  
**AYES:**

**ADOPTED [UNANIMOUS]**  
Bruce Foshay, Councilor  
Anne Gass, Vice Chair  
Maguire, Carder, Young, Gass, Foshay

2. To Review and Act Upon the Donation of a Red Oak Tree, valued at \$345, from Hort Resources Located in Gray.

### **Ordered, the Gray Town Council Accepts the Donation of a Red Oak Tree, Valued at \$345, from Hort Resources Located in Gray.**

**RESULT:**  
**MOVER:**  
**SECONDER:**  
**AYES:**

**ADOPTED [UNANIMOUS]**  
Anne Gass, Vice Chair  
Sharon Young, Councilor  
Maguire, Carder, Young, Gass, Foshay

3. To Review and Act Upon the Exchange of Land Parcels A and B with Advanced Realty II.

**Ordered, the Gray Town Council Approves the Exchange of Land Parcels A and B with Advanced Realty II and authorizes Town Manager to Execute Said Deed.**

Town Manager Cabana suggested an amendment be made to authorize her to execute the deed. Councilor Foshay amended it to include “authorizes Town Manager to execute said deed”. Councilor Gass seconded it.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Bruce Foshay, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

4. To Review and Act Upon the Abatement of Real Estate Taxes for 18 Aquilla Road, Account # 3971, for tax year 2020, in the amount of \$42.78, and tax year 2019 in the amount of \$40.60.

**Ordered, the Gray Town Council Approves the Abatement of Real Estate Taxes for 18 Aquilla Road, Account # 3971, for tax year 2020, in the amount of \$42.78, and tax year 2019 in the amount of \$40.60.**

Councilor Young offered to recuse herself since this is reference to a neighbor/friend. Chair Carder obtained feedback from Councilors and determined it wasn't necessary to recuse.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Bruce Foshay, Councilor
<b>AYES:</b>	Maguire, Carder, Young, Gass, Fosh

5. To Review and Act Upon the Abatement of Property Taxes for Ramsdell Road, Account # 3631, for tax year 2020, in the amount of \$1,309.80, and tax year 2019 in the amount of \$1,243.20.

**Ordered, the Gray Town Council Approves the Abatement of Property Taxes for Ramsdell Road, Account # 3631, for tax year 2020, in the amount of \$1,309.80, and taxyear 2019 in the amount of \$1,243.20.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

6. To Review and Act Upon Issuing a Quit Claim Deed to Leslie Grant, Property Located at 11 Totten Road, Tax Assessor's Map/Lot 058-028-008-000 and More Particularly Described in Book 8936 Page 137 of the Cumberland County Registry of Deeds Located in Portland.

**Ordered, the Gray Town Council issues a Quit Claim Deed to Leslie Grant, Property Located at 11 Totten Road, Tax Assessor's Map/Lot 058-028-008-000 and More Particularly Described in Book 8936 Page 137 of the Cumberland County Registry of Deeds Located in Portland.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

7. To Review and Act Upon Issuing a Quit Claim Deed to Curtis Taylor, Property Located at 167 North Raymond Road, Tax Assessor's Map/Lot 007-005-003-000 and More Particularly Described in Book 8390 Page 9 of the Cumberland County Registry of Deeds Located in Portland.

**Ordered, the Gray Town Council Issues a Quit Claim Deed to Curtis Taylor, Property Located at 167 North Raymond Road, Tax Assessor's Map/Lot 007-005-003-000 and More Particularly Described in Book 8390 Page 9 of the Cumberland County Registry of Deeds Located in Portland.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sharon Young, Councilor
<b>SECONDER:</b>	Anne Gass, Vice Chair
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

8. To Review and Act Upon Approving the Solar Array PPA Amendment.

**Ordered, the Gray Town Council Approves the Solar Array PPA Amendment.**

Chair Carder explained Revision's attorney noticed this standard language was missing. She said information detailed in the amendment is already in State and Federal law. However, it is currently implied in the PPA.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Anne Gass, Vice Chair
<b>SECONDER:</b>	Sharon Young, Councilor
<b>AYES:</b>	Maguire, Carder, Young, Gass, Foshay

9. To Review and Approve the Closure of Town Facilities on New Year's Eve, December 31, 2020.

**Ordered, the Gray Town Council Approves the Closure of Town Facilities on New Year's Eve, December 31, 2020.**

Town Manager Cabana said this is over and above what employees currently have. Chair Carder expressed this is the least we can do since considering all that happened with COVID impacts, the election etc. Councilor Gass stated the staff has stepped up and this is a nice way to show appreciation. Councilor Maguire (later in the meeting) asked if this is a permanent change. Town Manager Cabana replied it is just for this year as a permanent change would require a personnel policy change.

**RESULT:**  
**MOVER:**  
**SECONDER:**  
**AYES:**

**ADOPTED [UNANIMOUS]**  
Bruce Foshay, Councilor  
Anne Gass, Vice Chair  
Maguire, Carder, Young, Gass, Foshay

**XI. COUNCIL BUSINESS**

1. Location/Placement of Village Signs

Mo Russo and Councilors discussed the locations, wording, and number of poles to hold three new village signs. Chair Carder summarized their preferences by instructing Mo Russo to use single posts and to remove “At the Heart of It All” and say “Please Slow Down” instead. The locations will be on Rt. 26 near Chipman’s, on Rt. 100 near the Hamilton property, and on Rt. 115 near Week’s Hill.

2. Farmer's Market Ordinance

Kathy Tombarelli said she tried to incorporate all input from Councilors. She posed a few questions to the Council regarding zoning districts, abutter fees, and number of vendor stalls (she had proposed 25).

Councilor Maguire inquired about off-street parking for 25 vendors. Councilor Gass asked for clarification around bringing live animals. Councilor Maguire suggested it be limited to animals which are not for sale.

Councilor Gass had received input from Rachel Rumson who indicated 50% would be a more reasonable guideline for the amount of items not made by vendors. She had also told Councilor Gass a vendor has CBD and Councilor Gass asked that it be clarified to expressly allow CBD. Councilor Maguire disagreed and wants to leave marijuana language as it is. Councilor Young agreed with him. Councilor Maguire later said he was ok with the CBD if it was made by the vendor, but not if purchased by vendor and brought to the market.

Councilor Gass also asked about the cost of insurance and Kathy Tombarelli will look into that. After further discussions, Chair Carder said this will appear on the December 1<sup>st</sup> agenda with a second reading on December 15<sup>th</sup>.

3. Circle K/Shaker Rd Status

The cement platform is being replaced. Lights will be put in incrementally for people to get used to them. Charlie of DOT noted a few other things they need to complete before snow falls.

Alec Dodd said a concern is traffic turning the wrong way onto N. Raymond Road. Marquee signs will be up for a couple of weeks. Pattern change signs will replace congested area signs.

Councilor Maguire asked Alec Dodd to look into whether or not repaired openings were done and sealed properly so we don't have potholes. He also discussed the berm that is supposed to be on the island. The plan was to be a foot and a half high but it doesn't appear that way. Kathy Tombarelli explained it should be two and a half feet including landscaping. They are doing some work now and then will do more later since there will be snow storage for the winter.

Town Manager Cabana said letters to owners of abandoned properties went out today. She has heard from residents who are "over the moon" about the improvements at the intersection.

#### 4. Shaker Road Weight Limit/Route Designation

Chair Carder mentioned the response from DOT and that the stats proved what they know about how many large, commercial vehicles pass by per hour. Also, she feels \$30,000.00 is ridiculous for signage and thinks Alec could do it for less than that. She wants a detailed invoice regarding the \$30,000.00. She said outreach to all companies is not feasible, yet it isn't asking much in time for them to change their routes.

Chair Carder and Town Manager Cabana received an email from Sue Austin. Two contractors reached out to her (companies outside of Gray but have satellites in Gray). Chair Carder asked Sue Austin for the names of the companies and asked Council about thoughts on writing a draft response.

Councilor Maguire said he has looked into weights and classes and may call gravel companies. He said we need a standard for consistency as weight limit should be similar on both roads. Councilors Foshay, Gass, and Young said they were happy to have Councilor Maguire write a letter.

#### 5. Woodcock Subdivision - Road Standards Issue

Councilor Maguire said there was a lot of discussion about standards with the Planning Board which felt they had to uphold the standards. He commended the board for doing that. Further discussion at the Planning Board revolved around if there are valid reasons to make a change. Councilor Maguire suggested at that meeting doing a CZA and template for road standard they want to use but the conversation ended there.

Kathy Tombarelli said it isn't the Planning Board's role to interpret the standard. She said CZA is an option and another possibility is working with open space. She is thinking possibly a road standard hybrid.

Charlie Burnham, representing Allen Hamilton, said if CZA is quickest way forward, that would be their preference.

Councilor Carder said the Town is looking for ways to calm traffic and wide lanes in residential areas is problematic.

Charlie Burnham asked if they could figure it out in a week with Kathy's help. She said they couldn't get preliminary plan approval contingent on that, but could do preliminary and final review at the same time. Planning Board has already done sketch plan. Kathy suggested Charlie meet with her on this.

6. Open Space Landowner's Agreement

Chair Carder explained Councilors have given feedback to Councilor Gass. Town Manager Cabana said it does not need to go to legal first. Chair Carder said it could be added to the December 1<sup>st</sup> agenda for an official vote.

Councilor Maguire pointed out the Landowner Agreement feels like commitments and he would feel more comfortable if it would go to legal first. Councilor Young agreed with Councilor Maguire. She noted that even though there are no signature lines, it is an implied contract. Councilors Gass and Foshay also agreed it should go to legal. Town Manager Cabana agreed that would be a good idea.

7. Tracking Spreadsheet/Workshop Schedule

Chair Carder will leave the Comprehensive Plan open for now and then add next steps. She asked Town Manager Cabana if she had heard anything from the State about the Rt. 100 South TIF. She said they had small items and she had to recertify the Town Minutes on the public hearing.

Chair Carder reminded Councilors that the December 1<sup>st</sup> workshop will be from 6pm-6:55pm with an update on Shaker Road.

**XII. ADJOURNMENT**

**Motion to Adjourn at 9:50pm**

**RESULT:**

**ADOPTED [UNANIMOUS]**

**MOVER:**

Sharon Young, Councilor

**SECONDER:**

Bruce Foshay, Councilor

**AYES:**

Maguire, Carder, Young, Gass, Foshay

**11/17/2020 Town Council Meeting  
Proposed Farmers' Market Ordinance Amendments**

**402.2.2 Definitions (Add the following definitions)**

Farm and Food Products: Any agricultural, horticultural, forest or other product of the soil or water, including, but not limited to, fruits, vegetables, eggs, dairy products, meat and meat products, poultry and poultry products, fish and fish products, grain and grain products, honey, nuts, maple products, apple cider, fruit juice, malt liquor, wine, ornamental or vegetable plants, nursery products, fiber or fiber products, firewood and Christmas trees.

Farmer: A person who produces farm products.

Farmers' Market: A seasonal public market at which two (2) or more local farmers have raised and/or prepared farm and food products for direct sale to consumers.

**Table 402.5.3 (Add Farmers' Market to USE table)**

TABLE 402.5.3 TABLE OF PERMITTED USES AND CONDITIONAL USES															
		RRA	LD	MD	BD-1	BD-2	C	VC	VCP	BT-1	BT-2	WH-1	WH-2	LMOD	CSESOD
22	<u>Farm Stand++</u>	P	P	P	P	P	P	P	P	P	P		P		
<u>23</u>	<u>Farmers' Market ++</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>		
<u>24</u>	<u>(change subsequent numbering in rest of table)</u>														

++ Subject to performance standards in Article 7

**402.7.21 FARMERS' MARKET (New Section)**

A. The purpose of this ordinance is to regulate the temporary use of land for the establishment of farmers' markets as defined by 7 M.R.S. §415, where the primary purpose of the market is to make local farm and food products available to the public.

B. Administration and Enforcement: This ordinance shall be administered by the Community Development Department and enforced by the Code Enforcement Officer.

C. Farmers' Market on Town Property: The Town Council may authorize the Town Manager to enter into a lease or license agreement for the use of Town property for the purpose of operating a Farmers' Market. No license for the sale at a Farmers' Market of any items shall be issued by the Town Clerk until the applicant has filed with the Town Clerk a certificate evidencing liability coverage at the minimum amount recommended by Maine Municipal Association at the time of the event and naming the Town as an additional insured. The licensee shall maintain such insurance at all times while engaged in sales at a farmers' market, and the licensee shall provide the Town Clerk with not less than ten (10) days' advance written notice of the cancellation, expiration or non-renewal of said insurance.

D. Farmers' Market on Private Property: Farmers' Markets may take place on private property, where allowed as a permitted or conditional use under Chapter 40 with written consent of the property owner.

#### E. Prohibitions

1. A person may not use the terms "Farm and Food Products", "Farmer", or "Farmers' Market" to describe a market or other sales that does not meet the terms of the definitions set forth in 402.2.2.
2. A person may not sell farm and food products at a market labeled "farmers' market" unless at least 50% of the farm products offered by that person were grown or processed by that person or under that person's direction. A product not grown or processed by that person or under that person's direction must have been grown or processed by and purchased directly from another farmer and the name and location of the farm must be identified on the product or on a sign in close proximity to the displayed product.

#### F. Additional Conditions for Farmers' Markets

1. Farmers' Markets may take place on private property, where allowed as a permitted or conditional use, with written permission of the property owner.
2. Sufficient off-street parking, not within a public way, must be provided for both the Farmers' Market vendors and their patrons. One space per 400 sf of stalls/tables is required.
3. The items to be sold at the Farmers' Market are intended to be local farm products. Craft items made by the farmers/vendors are allowed but limited to 25% of the products offered for sale.
4. Invasive terrestrial plants, weapons, fireworks, tobacco or tobacco products, and marijuana or marijuana products or tobacco/marijuana paraphernalia are prohibited. Hemp-based CBD products are allowed if grown and processed by the farmer/vendor or under their direction. Live animals offered for sale are prohibited.
5. Mobile, temporary, and non-permanent stationary food vending units, and mobile ice cream vendors, are prohibited from participating in duly approved Farmers' Market locations without a Mobile Vendor or Food Truck license issued by the Town of Gray.
6. The term of a license shall not extend beyond a 12-month period. Annual renewals may be permitted in the same manner as an initial license agreement.
7. Farmers' Markets that exceed 20 farmers and/or tables/stalls require Staff Review Committee or Planning Board approval as applicable.
8. Farmers' Markets are limited to two days a week between the hours of 6:00 am and 6:00 pm.
9. All Farmers' Markets must adhere to State standards including Title 7, Part 2, Chapter 101, Subchapter 1-A, subsection 415 which specifies produce and products eligible to be sold.

10. All Farmers' Markets must adhere to applicable Town standards, specifically including the Local Food Ordinance and Zoning Ordinance provisions.
11. This section does not prohibit a market from imposing more stringent requirements on its sellers than those imposed by the Town.
12. This section does not prohibit individual Farmers' Markets to charge their own table/stall fees in addition to the fees the Town charges pursuant to the Town Council approved Fee Schedule.
13. Signage for Farmers' Markets must comply to Chapter 406 Town of Gray Sign Ordinance.

#### G. Permitting Procedure

1. Application Submittal: Applicants shall submit an application packet in a manner specified by the Town and shall include such fees as established by the Town Council.
2. Staff Review: The Community Development Department shall circulate the application to Gray Fire Rescue and Public Works Department within 3 business days of receipt of a complete application. The Community Development Department shall submit any written comments within 5 business days to the Town Manager.

#### H. Administrative Procedure

1. Farmers' Market with  $\leq$  20 farmers and/or tables/stalls: Subsequent to the receipt by the Town Manager of the staff recommendation an prior to the issuance of a license agreement, the Town Council shall hold a Public Hearing at the first available Town Council Meeting. In addition to general notice, notice of the public hearing shall be mailed to immediate abutters no later than 7 days prior to the hearing.
2. Farmers' Markets with  $>$  20 farmers and/or tables/stalls: Subsequent to receipt of staff recommendations and all applicable materials for Site Plan Review are received by the Town Planner, the application shall be placed on the next available Staff Review Committee or Planning Board agenda as applicable for Site Plan Review and a Public Hearing. In addition to general notice, notice of the public hearing shall be mailed to abutters withing 250' of the parcel on which the Farmers' Market is to be located no later than 7 days prior to the hearing.

License Expires Annually  
December 31<sup>st</sup>

## Application for a Farmers' Market License Town of Gray



**First Settled  
1738**

For Office Use Only

Date Submitted: \_\_\_\_\_

Date Paid/Initials: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Private Property: Annual Renewal Fee: \$15\* Vendor Fee: \$10/each

Public Property: Annual Renewal Fee: \$35\* Vendor Fee: \$15/each

\*additional fees for required abutter notification and legal advertisement apply

### Contact Information

Market Name:		
Number of Participating Farms/Tables:	<20 Farms or Tables (Town staff approval)	>20 Farms or Tables* (requires Staff Review Committee or Planning Board Approval as applicable)
Applicant Name:		
Applicant E-Mail Address:		
Applicant Phone Number:		
Location - Town Map/Lot:		

Date(s) of Market: \_\_\_\_\_

Please list the items that you will be selling at the Farmers' Market:

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## Standards:

- Farmers' markets are limited to two days per week between the hours of 6:00 a.m. and 6:00 p.m.
- Farmers' markets may take place on private property, where allowed as a permitted or conditional use.
- Sufficient off-street parking, not within a public way, must be provided for both the farmers' market vendors and their patrons. One space per 400 sf of stalls/tables is required.
- The items to be sold at the farmers' market shall be limited to farm products. No resale of produce or other products is allowed.
- Prohibited Products: Live animals, invasive terrestrial plants, weapons, fireworks, tobacco or tobacco products, and marijuana or marijuana products.
- Mobile, temporary, and non-permanent stationary food vending units, including push carts and mobile ice cream vendors, are prohibited from participating in duly approved farmers' market locations.
- The term of a license shall not extend beyond a 12-month period. Annual renewals may be permitted in the same manner as an initial license agreement.
- This license shall be administered by the Community Development Department and enforced by the Code Enforcement Officer. Farmers' Markets that exceed 20 Farms or Tables require Staff Review Committee or Planning Board approval as applicable.
- Prior to the issuance of License Agreement, the Town Council shall hold a Public Hearing. In addition to the required public notice, notice of the public hearing shall be mailed to immediate abutters no later than 7 days prior to the hearing.
- All Farmers' Markets must adhere to State standards including Title 7, Part 2, Chapter 101, Subchapter 1-A, subsection 415 which specifies produce and products eligible to be sold.
- All Farmers' Markets must adhere to applicable Town standards, specifically including the Local Food Ordinance and Zoning Ordinance provisions.
- Signage for Farmer's Markets must adhere to Chapter 406 Town of Gray Sign Ordinance.

## Required Submittals Checklist:

- Application Form – Submitted 30 days prior to the event to ensure adequate public notification.
- For Farmers' Markets on Private Property – Property Owner's Consent (If different than applicant).

24 Main Street | Gray, ME 04039 | Voice: (207) 657-3112 | Fax: (207) 657-2149 | [www.graymaine.org](http://www.graymaine.org)

- Overall Plot Plan (scaled) showing parcel, structure, and outdoor area proposed for the Farmers' Market.
- Plan showing anticipated number and approximate location of booths.
- For Farmers' Markets in parking areas – provide a plan depicting adequate and safe interface between pedestrians and vehicles. Also include the direction of vehicular traffic flow.
- For Farmers' Markets located on Public Property – A certificate evidencing liability coverage in an amount not less than what is recommended by the Maine Municipal Association at the time of the event to be verified and approved by the Town Finance Director.

Revocation of License: The Code Enforcement Officer is authorized to revoke or suspend any farmers' market license for:

- Misrepresentation of information in the application.
- Creation of a public nuisance or a threat to the public's health, safety, or welfare.
- Health inspection violation which is not corrected within 24 hours of notice.
- Inconsistencies with Town and/or State standards.
- Any violation of the provisions listed above.

I hereby certify that this Farmers' Market License Application is authorized by the owner of record and that I (we) will conform to all applicable laws of this jurisdiction. I understand that the permit will expire on December 31, 20\_\_ and that I (we) must meet all applicable standards and submit all required paperwork.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town CEO

\_\_\_\_\_  
Date

Conditions/Comments:



# BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

**For Office Use Only**  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_

## CONTACT INFORMATION

Name	Sarah Bean	E-Mail Address	sbean@beandata.com
Street Address	44 Shaker Rd	City/State/Zip	Gray, ME 04039
Phone Number	207-329-8987	Work Phone	207-588-7519
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

## EMPLOYMENT

Occupation	Operations Manager
Employer	Core Cutter, LLC
Employer Phone	207-588-7519

## BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input checked="" type="checkbox"/>	Other (please specify) <i>School Board</i>

Reason for selecting particular board/committee:

As a resident of Gray and a mother of a GNG High School student, I would eagerly and reverently undertake the duties fulfilled by a member of the school board. During the past year, I have become increasingly involved in learning about the procedures and actions taken by our board to ensure that the students of MSAD #15 receive the finest academic experience possible. During the COVID-19 pandemic, I volunteered for a sub-committee that reviewed potential school plans for our district and provided feedback therein to better assist the board in making the necessary and difficult decisions. I was honored to be a part of that process and to receive a better understanding of our school board in general.

**SPECIAL SKILLS OR QUALIFICATIONS**

What kind of contribution and benefit can you bring to the Town of Gray?

Leadership, Organizational Skills, Project Management Skills, Accounting Skills, Forecasting & Budgeting, Excellent Oral & Written Communication, and a passion for advocating for the advancement of the children and families of GNG.

What talents and skills would you bring to this position?

See above. I have over 21 years of experience working in a professional environment.

What do you feel is the responsibility of the Board and/or Committee you have chosen?

To better assist our community in providing a comprehensive educational program that addresses the unique needs of the children and families of GNG.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

Fiddlehead Board of Directors 1 yr  
Girl Scout Troop Leader 3 yrs  
Soccer Team Manager 5 yrs  
Asst. Director Fiddlehead Theatre 4 yrs  
Producer Fiddlehead Theatre 1 yr

Will your schedule allow you to attend meetings on a regular basis?

YES  NO

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?

YES  NO

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

COVID-19 resources + school plan

**ACKNOWLEDGEMENTS / SIGNATURE**

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES  NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 10/14/20

Signature *S. Bean*

# **Sarah E. Bean**

*44 Shaker Rd, Gray, Maine 04039  
T: (207) 329-8987 ▪ sbean@beandata.com*

October 15, 2021

Town Manager  
Attn: MSAD #15 Board of Directors  
24 Main Street  
Gray, Maine 04039

Re: Vacant MSAD #15 School Board Director

Dear Town Manager & Board of Directors,

My name is Sarah Bean and I have been a resident of Gray, Maine for 17 years. I would like to respectfully submit my name for consideration of filling the vacant School Board Director position.

As a resident of Gray and a mother of a GNG High School student, I would eagerly and reverently undertake the duties fulfilled by a member of the school board. During the past year, I have become increasingly involved in learning about the procedures and actions taken by our board to ensure that the students of MSAD #15 receive the finest academic experience possible. During the COVID-19 pandemic, I volunteered for a sub-committee that reviewed potential school plans for our district and provided feedback therein to better assist the board in making the necessary and difficult decisions. I was honored to be a part of that process and to receive a better understanding of our school board in general.

Selecting an interim School Board Director carries a substantial responsibility for the board, and I hope to alleviate that burden by detailing for you a list of my experiences and skills. I previously have served on the board of directors for Fiddlehead Art & Science Center (the private fine arts and educational resource center, not the charter school). During that time, I maintained a role of reviewing, monitoring, and considering all aspects of the center's philosophical and educational policies. I was mournful to leave my position with the board in 2011 due to a serious medical condition. Since my recovery in 2012, I have been actively involved in many other roles within the Gray-New Gloucester community. From being a soccer team manager, and a long-term assistant director for children's theatre, to most recently joining the MSAD #15 Boosters, I have learned much about what it truly means to be a resident of Gray. We are a unique group of varying backgrounds and beliefs; however, every member of our community makes us stronger as a whole.

With regard to specific skills, I am proud to bring with me a vast experience in leadership and management skills. As the Operations Manager for a highly sought after and technologically advanced manufacturing company, I understand the necessity to work hard and manage time wisely in order to fulfill a demanding role within my industry. As the cliché goes, I am comfortable wearing multiple hats and digging in to do whatever task is necessary for the success of our company. I have proven myself to be a reliable asset to our organization by always looking ahead to where we will be and overseeing a plan that ensures we will get there. Working closely with the founder of Core Cutter, LLC, I have proven both my worth as a manager and as a leader in our industry. (And yes, my computer skills are top notch!)

In closing, I would like to thank the Board for your consideration. When the day is done, I am above all other things, a proud mom. I would consider it an honor to be a part of a group of talented individuals who are truly making a difference in the lives of our children.

Respectfully,

Sarah E. Bean



# BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

For Office Use Only  
Date Received \_\_\_\_\_  
Received by \_\_\_\_\_

## CONTACT INFORMATION

Name	Lauren Perreault	E-Mail Address	Higgins Lauren@ymail.com
Street Address	8 Caswell Rd.	City/State/Zip	Gray / Me / 04039
Phone Number	207-712-2407	Work Phone	
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

## EMPLOYMENT

Occupation	Teller / Stay at home Mom
Employer	Key Bank
Employer Phone	207-651-9094

## BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input checked="" type="checkbox"/>	Other (please specify) School Board

Reason for selecting particular board/committee

I am excited to apply to the School Board because I have a strong desire for our children to have the best education possible and I feel my experience pairs well to serve our community.

## SPECIAL SKILLS OR QUALIFICATIONS

What kind of contribution and benefit can you bring to the Town of Gray?

- Driven to collaborate with the community and reach out to foster all best practices from the surrounding areas to produce an improving educational environment
- Progressive thinker that is determined to find creative ways to better the community.

What talents and skills would you bring to this position?

- Deep understanding of the needs and different types of learning
- Budgeting/financial background
- Being able to work with others to find creative solutions to complex problems.

What do you feel is the responsibility of the Board and/or Committee you have chosen?

- Serve the community to improve student achievement by building a functional budget
- Knowing how to make changes to improve overall performance of the communities children
- Provide creative solutions in a collaborative effort to build efficiency and effectiveness for the District.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

None

Will your schedule allow you to attend meetings on a regular basis?

YES  NO

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?

YES  NO

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

The desire to improve extracurricular activities and the arts programs.

## ACKNOWLEDGEMENTS / SIGNATURE

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES  NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 11-12-20

Signature



1/2/2020

GNG School Board

14 Shaker Rd

Gray, ME, 04039

To the GNG School Board,

Please consider this my letter of application for the GNG school board. My name is Lauren Perreault and I have been a resident of the Town of Gray for 10 years. My Husband grew up in Gray and attended GNG schools until his final two years of High school. I love the town and wonderful community that Gray has provided for my family.

My oldest daughter started attending Pre-K at Dunn School this year. With these young schooling years being critical to a child success in the future, I have a passion for making sure our children receive the best education and best educational experience. I attended Southern Maine Community College and graduated with an associate's degree in liberal studies with a concentration in education k-8. My mother was a special ed. Teacher in Gorham for over 20 years. I feel with this experience and my love for children I would be a valuable member of the GNG school board. I look forward to working as part of the GNG school board team and I hope you allow me the honor of creating the best education possible for the children of GNG.

Thank you for your time and consideration,

Lauren M.H. Perreault



## BOARD/COMMITTEE APPLICATION TOWN OF GRAY MAINE

**For Office Use Only**  
Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

### CONTACT INFORMATION

Name	Kelly Brewer	E-Mail Address	kbrewer@tilsontech.com
Street Address	381 Ramsdell Rd	City/State/Zip	Gray, Maine 04039
Phone Number	207-229-3699	Work Phone	
Gray Resident?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

### EMPLOYMENT

Occupation	Chief Operating Officer
Employer	Tilson Technology Management, Inc
Employer Phone	207-591-6427

### BOARDS & COMMITTEES

On which board/committee would you like to serve?

<input type="checkbox"/>	Blueberry Festival Committee	<input type="checkbox"/>	Open Space Committee
<input type="checkbox"/>	Board of Assessment Review	<input type="checkbox"/>	Planning Board
<input type="checkbox"/>	Community Economic Development Committee	<input type="checkbox"/>	Public Safety Committee
<input type="checkbox"/>	Community Television & Communication Advisory Committee	<input type="checkbox"/>	Recreation & Conservation Committee
<input type="checkbox"/>	Dry Mills Schoolhouse Committee	<input type="checkbox"/>	Recycling Committee
<input type="checkbox"/>	Finance Committee	<input type="checkbox"/>	Zoning Board of Appeals
<input type="checkbox"/>	Library Board of Trustees	<input checked="" type="checkbox"/>	Other (please specify) MSAD 15 School Board

Reason for selecting particular board/committee: Please see attached letter of interest.

## SPECIAL SKILLS OR QUALIFICATIONS

What kind of contribution and benefit can you bring to the Town of Gray?

I seek a position on the school board to be an active and engaged leader in the community and our school system. My forever home is here in Gray and with two young girls in the school, I would like to bring my leadership experience to the school board to support our community.

What talents and skills would you bring to this position?

Please see attached letter of interest.

What do you feel is the responsibility of the Board and/or Committee you have chosen?

The role of the school board is to support the students, teachers, and community while improving the district's academic achievement through policy, governance and innovation.

What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?

Please see attached letter of interest.

Will your schedule allow you to attend meetings on a regular basis?

YES  NO

Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?

YES  NO

Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.

**ACKNOWLEDGEMENTS / SIGNATURE**

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide a meeting agenda for publication on the Town of Gray website at least seven (7) days in advance of each regular monthly meeting, workshop, or special meeting.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide follow up notes/minutes for publication on the Town of Gray website within forty-five (45) days following each regular monthly meeting, workshop, or special meeting when appropriate.

YES  NO

I understand that Town of Gray board/committee members or their appointed chairperson(s) are required to provide an Annual Report for inclusion in each Town of Gray Annual Report. Said annual report must be submitted no later than August 1 of each year and should address:

- Accomplishments for the period from Jul 1 – Jun 30 of the immediately preceding fiscal year;
- Board/committee goals for the current fiscal year from Jul 1 – Jun 30;
- Forseeable obstacles to attaining said goals;
- Fiscal resources anticipated in order to meet said goals;
- Council support / action anticipated in order to meet said goals;
- Any additional board/committee activity during the period of particular interest to the Gray community.

YES  NO

I understand that upon appointment to a Town of Gray Board or Committee, I will be issued a Town of Gray email account for use with all board/committee communications in order to facilitate potential FOIA requests. Further, I understand that it is my responsibility to ensure that all Town of Gray communications are restricted to this account and no other.

Date 10/15/20

Signature



Kelly Brewer  
381 Ramsdell Road  
Gray, Maine 04039

October 14, 2020

Town Manager  
Attn: MSAD #15 Board of Director  
24 Main Street  
Gray, Maine 04039

Dear Town Council,

Please accept this letter as my formal expression of interest in the vacant MSAD #15 School Board Director position.

I've contemplated applying to the Board for quite some time, even before I had children in the school system. Tina Martell was an excellent resource for me to learn more about the position, committees and requirements. At the time she and I spoke, I couldn't make the commitments that the Board needed. With decreased corporate travel responsibilities and continued remote work, now is a great time for me to apply to the Board.

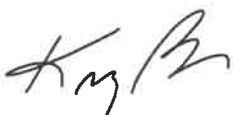
I currently serve as the Chief Operating Officer for Tilson, a Portland, Maine based company on a mission to build America's information infrastructure. Today, that focus is on deploying the technology to bring 5G to major cities and rural broadband to families in need of high-speed internet connection, especially during the pandemic. I look forward to bringing my corporate operations experience along with my technology expertise and advice for readying the community for remote learning and commerce.

I previously served as an adjunct professor at the University of Southern Maine for three years teaching Intro to Construction Management. I served a term on the Department of Technology advisory board where I helped to lead the reaccreditation process for the department. I hold a Bachelor's degree in Business Administration from the University of Southern Maine and an MBA from Mississippi State University. I'm also an active member of our local road association and served as treasurer for two terms.

As a mother of two young girls in the MSAD #15 school district, I'm passionate about their education, our community and their future. My husband's family has owned our home on Little Sebago Lake since the early 1900's and we have converted it to our forever home. If elected, I look forward to being an active and engaged member of the Board.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,



Kelly Brewer

# TOWN OF Gray, Maine

Published on Gray, ME (<https://www.graymaine.org>)

[Home](#) > [Documents](#) > [Board/Committee Volunteer Application](#) > [Webform results](#) > [Board/Committee Volunteer Application](#)

## Submission information

Form: [Board/Committee Volunteer Application](#) [1]  
Submitted by Anonymous (not verified)  
November 18, 2020 - 9:46pm  
216.220.243.235

**Application Date:** November 18, 2020

## Contact Details

**First/Middle Name:**

Schelene

**Last Name:**

Shevchenko

**Street/PO Box:**

59 Shaker Rd.

**City, State, Zip:**

Gray, ME.04039

**Phone Number:**

207-657-7429

**Email Address:**

schelene.shevchenko@gmail.com

## Employment

**Occupation:**

Project Manager

**Present Employer:**

Synergent

**Employer Phone Number:**

207-773-5671

**Are you a Gray resident?** Yes

**Select the board/committee on which you would like to serve**  
Community Economic Development Committee

**Reason for selecting this particular board/committee?**

I'm very interested in helping our community grow its business sector, particularly small businesses. Small businesses are huge contributors to the vitality of a community. I've lived in Gray for 17 years, and I'd like it to grow, but along a different path than I've seen some other nearby communities grow.

**What kind of contribution and benefit can you bring to the Town of Gray?**

I care about our community and I hope to contribute ideas for thoughtful, sustainable growth.

**What talents and skills would you bring to this position?**

I have a background in project management and business continuity planning. My project management skills can help break down work, create timelines and ensure follow through.

**What do you feel is the responsibility of the Board/Committee you have chosen?**

Understand and minimize barriers, wherever possible, for economic growth in Gray. Understand what could make Gray more appealing to businesses and promote thoughtful change.

**What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?**

Fiddlehead Art & Science Center, Board of Directors (2014-current). \*Note- Fiddlehead Center is closing at the end of 2020.

Girl Scout leader (2015-current)

Cub Scout leader (2012-2015)

**Will your schedule allow you to attend meetings on a regular basis? Yes****Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray? Yes****Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.**

I'm looking to work with other community members to make Gray a better place to live.

**Source URL:** <https://www.graymaine.org/node/2173/submission/21266>

**Links**

[1] <https://www.graymaine.org/volunteer>

# TOWN OF Gray, Maine

Published on Gray, ME (<https://www.graymaine.org>)

[Home](#) > [Documents](#) > [Board/Committee Volunteer Application](#) > [Webform results](#) > [Board/Committee Volunteer Application](#)

## Submission information

Form: [Board/Committee Volunteer Application](#) [1]  
Submitted by Anonymous (not verified)  
November 18, 2020 - 8:04pm  
98.2.197.134

**Application Date:** November 18, 2020

## Contact Details

**First/Middle Name:**  
Joshua David (Josh)

**Last Name:**  
Martell

**Street/PO Box:**  
20 Blackthorne Lane

**City, State, Zip:**  
Gray, ME 04039

**Phone Number:**  
2074009685

**Email Address:**  
jmartell74@me.com

## Employment

**Occupation:**  
Physical Therapist

**Present Employer:**  
InterMed P.A.

**Employer Phone Number:**  
(207) 552 7453

**Are you a Gray resident?** Yes

**Select the board/committee on which you would like to serve**  
Recreation & Conservation Committee

**Reason for selecting this particular board/committee?**

Protecting, preserving, and ensuring access to public lands and property is important to me. I feel I could provide service in advancing the work of the committee.

**What kind of contribution and benefit can you bring to the Town of Gray?**

I will do my best to be a valuable contributor to the work of the committee. I have experience in community health and wellness which may add perspective relative to the developing or assessing recreational offerings in town. Additionally, I have spent the past 20 years in town and hope to give back through volunteering to help the town in any way I can.

**What talents and skills would you bring to this position?**

Collaboration, listening, critical thinking, planning, project management, communication, authenticity

**What do you feel is the responsibility of the Board/Committee you have chosen?**

Promote the recreational offerings available to citizens

Assess open spaces for access and utilization,

Seek opportunities to expand access to and utilization of open spaces

Grow outdoor recreational opportunities in town

**What Municipal Boards, Volunteer Organizations or Community Service Groups/Committees have you worked on in the past, and for what length of time?**

Gray / New Gloucester Little League- 10 years

Gray / New Gloucester Youth Basketball- 2 years

**Will your schedule allow you to attend meetings on a regular basis?** Yes

**Are you familiar with the "Comprehensive Plan" adopted by the Town of Gray?** Yes

**Comment on any consideration or aspect of your interest to a board/committee that will directly benefit the overall advancement of the Town of Gray.**

**Source URL:** <https://www.graymaine.org/node/2173/submission/21261>

**Links**

[1] <https://www.graymaine.org/volunteer>

November 6, 2020

Suzanna Gallant  
Assistant to the Town Manager  
Town of Gray, Maine  
24 Main Street  
Gray, ME 04039

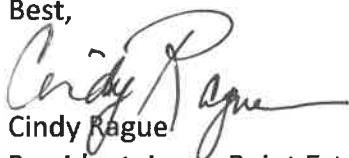
Re: Winter Maintenance Application – Nolan’s Way, Lyons Point Estates

Dear Suzanna:

Enclosed please find the Request for Winter Maintenance application for the above roadway, which is a part of the Lyons Point Estates Subdivision. As you requested, I have included the signed recommendations of the Consulting Engineer and the Director of Public Works. I believe the application is now complete. If there is anything missing or you need additional information, please reach out and I will be happy to provide whatever information I can.

Thank you so very much for your assistance with this Request. We look forward to working with the Town of Gray for our winter maintenance needs on Nolan’s Way beginning in 2021.

Best,



Cindy Rague  
President, Lyons Point Estates HOA  
207-756-1901  
[crague@kw.com](mailto:crague@kw.com)

# Request for Winter Maintenance via Rural Public Street Easement

*Lyon's Point Estates*

*2020*

Name of Subdivision *Lyon's Point Estates HOA* Date of Application \_\_\_\_\_ Date (year) of Road Completion \_\_\_\_\_

Name of Road Association *Lyon's Point Estates HOA* Incorporated? *Y* Y or N Name of Association President *Cynthia Rague*

Name of Designated Liaison *Hailing* Address *5 Nolan's Way, Raymond NE 04011* Phone # *207-756-1901* e-mail *cindy@cindyrague.com*  
 Liaison information to be updated on September 1<sup>st</sup> of each year hereafter.

## Complete for all Roads

Length of roadway in feet *800* ft.  
 4 or more of Year Round Dwellings *Y* Y or N  
 20' Easement *Y* Y or N  
 Road travel Portion 10' with a total of 18' *Y* Y or N  
 6" Gravel Base *Y* Y or N  
 13.5' Overhead Clearance *Y* Y or N

## Complete for Roads Constructed After October 1, 1998

Have at least 75% of proposed dwellings received Cert. of Occupancy? *Y* Y or N

Specs and Conditions	Required for Rural Public Easement Street	Provided for this Road?	Compliant Y or N
A. Minimum width right of way <sup>1</sup>	50 ft <sup>2</sup>	<u><i>50</i></u> ft.	<u><i>Y</i></u>
B. Minimum grade	1 percent	<u><i>1</i></u> %	<u><i>Y</i></u>
C. Maximum grade	10 percent <sup>3</sup>	<u><i>10</i></u> %	<u><i>Y</i></u>
D. Maximum grade within 75 ft of intersection	3 percent	<u><i>3</i></u> %	<u><i>Y</i></u>
E. Width of shoulders on each side	2 ft (gravel)	<u><i>2</i></u> ft.	<u><i>Y</i></u>
F. Minimum travel way width	18 ft	<u><i>18</i></u> ft.	<u><i>Y</i></u>
G. Aggregate sub-base course gravel	15 inches	<u><i>15</i></u> inches	<u><i>Y</i></u>
H. Aggregate upper base crushed gravel	3 inches	<u><i>3</i></u> inches	<u><i>Y</i></u>
I. Bituminous paving	3-1/4 inches	<u><i>—</i></u> inches	<u><i>—</i></u>
Roads constructed prior to 2010	3 inches	<u><i>3</i></u> inches	<u><i>Y</i></u>
J. Minimum curb radii:			
90 degree intersections	15 ft	<u><i>15</i></u> ft.	<u><i>Y</i></u>
Less than 90 degrees	20 ft	<u><i>20</i></u> ft.	<u><i>Y</i></u>
K. Minimum dwelling units	11	<u><i>6</i></u> units	<u><i>N</i></u>
L. Maximum dwelling units	25	<u><i>6</i></u> units	<u><i>Y</i></u>

1 Where road grading extends beyond the specified right of way width, the right of way shall be widened at that location to include the areas of extended grading  
 2 Increase to 1 percent grade with open drainage system  
 3 Road sections of less than 500 feet length can add 2 percent to the maximum grade provided that such sections are separated by a minimum distance of 500 feet and do exceed the limitations of Section 401.13.16.A.5 for horizontal curvature of the road.  
 4 Streets serving more than 100 homes shall meet the sub-collector standards with four (4 in) inch pavement per Section 401.13.16 C.2.  
 5 Upgrades of existing roads under Section 401.13.16.7 may be done on a "three-rod road" with a right of way measuring 49.5 feet. [Adopted 5-17-2011]

## Checklist for all Requests

- Recorded public easement (One signed by each property owner (all for each lot if multiple owners) if Assoc. is not incorporated) 2.2.C
- General Release providing Town access to the road. (One signed by each property owner if Assoc. is not incorporated) 2.2.D
- Hold harmless agreement (One signed by each property owner if Assoc. is not incorporated) 2.2.E
- Public Works Director Certification 2.2.F
- Scaled site plan depicting layout of road 2.2.G
- Written Recommendations of 2.2.J
  - Public Works Director
  - Town Engineer

Town Atty Dale lined 10-31-11  
PUBLIC EASEMENT DEED

KNOW ALL PERSONS BY THESE PRESENTS that Lyons Point Estates Homeowners Association, a Maine incorporated road association with a principal place of business in Gray, County of Cumberland, State of Maine and a mailing address of 5 Nolan's Way, Gray, Maine 04039 ("Grantor"), does hereby grant to the TOWN OF GRAY, a municipal corporation existing under the laws of the State of Maine with a mailing address of 24 Main Street Maine 04039 ("Town"), its successors and assigns, with warranty covenants, a public easement for the purposes of winter maintenance on Nolan's Way in the Lyons Point Estates Subdivision, in the Town of Gray, County of Cumberland, and State of Maine, all as more particularly described as "Easement Area" on Exhibit A attached hereto and incorporated herein, together with the perpetual right, but not the obligation, to enter at any and all times with persons and machines upon said Easement Area, with the right, but not the obligation, to conduct winter maintenance including sanding, salting and plowing the roadway per the terms of the "Gray Street Ordinance Sections 2.2, and 2.3 or 2.4" as applicable per "Exhibit B." When any such winter maintenance is undertaken by the Town or its agent(s), the work shall be performed in a reasonably workmanlike manner and at the Town's sole expense; provided, however, nothing herein shall obligate the Town or its agent(s) to perform any such winter maintenance if it elects in its sole discretion not to do so and notifies the Grantor herein reasonably in advance .

Grantor agrees and covenants for itself, its successors and assigns, not to construct or erect or cause or allow to be constructed or erected any building, structure or other obstruction within the limits of the Easement Area herein conveyed.

IN WITNESS WHEREOF, Cynthia Rague, Lyons Point Estates HOA of the said Grantor, has hereunto set his/her hand and seal this 22<sup>nd</sup> day of October, 2010

\_\_\_\_\_  
Witness

Cynthia J. Rague  
By: Cynthia J. Rague  
Its: President, duly authorized

STATE OF MAINE

CUMBERLAND, ss.

October 22, 2020

Personally appeared before me the above-named Cynthia Rague, President of Lyons Point Estates HOA, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Lyons Point Estates, HOA.

  
\_\_\_\_\_  
Attorney at law/Notary Public

Print Name **JESSICA PAGE**  
**NOTARY PUBLIC**  
**State of Maine**  
**My Commission Expires**  
**January 19, 2024**

**EXHIBIT A**  
**EASEMENT AREA**

PLEASE PROVIDE LEGAL DESCRIPTION AND SURVEY OF ROADWAY

See Attached



EXHIBIT B

**CHAPTER 400 GRAY STREET ORDINANCE**

Section 2.2 Public Easement for Winter Maintenance

Roads proposed for winter maintenance under a public easement shall meet the following criteria:

- A. Requests for public easement road acceptance shall be made in writing to the Town Manager by the road association president.
- B. Each respective road or homeowners association shall be incorporated, unless all property owners sign an individual public road easement and a hold harmless release.
- C. Each respective road association and each individual property owner if required shall grant a recorded public easement.
- D. Each respective road association and each individual property owner if required shall sign a general release to the Town granting permission to enter upon the road and to perform maintenance.
- E. Each respective road association and each individual property owner if required shall agree and sign to hold the Town harmless for any damages that may be caused in the process of providing maintenance services.
- F. The traveled portion of the road shall be adequately maintained in good repair by the respective road association as determined by the Town's Public Work's Director.
- G. There shall be adequate vehicle and plow turnaround(s).
- H. All costs associated with each public easement road acceptance shall be borne by the respective road association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council.
- I. Upon written application to the Town Council and demonstration of extraordinary circumstances the Town Council has sole authority to waive or modify requirement of the road adoption criteria.
- J. Accompanying each road association request for acceptance shall be separate, written recommendations by the Public Works Director and Town Engineer either supporting or not supporting public easement acceptance and their reasoning for the recommendation. A copy of the request and recommendations shall be forwarded to the Town Planner for notification purpose prior to public easement acceptance.
- K. In order to provide an efficient and workable relationship between the Town and the road associations, each respective road association president or designee shall be the liaison between the Town and road association. Each road association is responsible to inform the Town Manager, in writing, identifying their respective association president or designee, address and telephone number by September 1st of each respective year.
- L. Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the road association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements.

M. If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface.

N. For public easement road acceptance and road maintenance, each road association recognizes the Town of Gray responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each road association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless. This clause does not mean or intend to hold harmless private contractors for their negligent acts.

O. If the Public Works Director determines that an emergency exists on any public easement way due to heavy snowfall and/or narrowing of the travel ways due to snow banks, the Public Works Director and the Town Manager may take such additional snow plowing and/or removal action as he reasonably deems fit to abate the emergency. The Public Works Director shall keep accurate financial records of any such emergency work and report the same to the Town Manager at least monthly.

#### Section 2.3 Public Easement for Winter Maintenance Standards for Pre-1998 Roads

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed before October 1, 1998 shall meet the following standards:

A. There shall be at least four (4) year around dwellings served on the road under consideration.

B. An easement of at least twenty (20 ft) feet in width shall be provided.

C. The traveled portion of the road must be at least ten (10 ft) feet in width with an overall clearance width of eighteen (18ft) feet.

D. The traveled portion of the road shall have an adequate gravel base with a minimum depth of six (6 in) inches.

E. The traveled portion of the road's overhead clearance shall be a minimum of thirteen and half (13½ ft) feet.

#### Section 2.4 Public Easement for Winter Maintenance Standards for Post-1998 Roads

In addition to the requirements of Section 2.2 above, roads proposed for winter maintenance under a public easement that were constructed after October 1, 1998 shall meet the following standards:

A. The road must meet all standards of the Subdivision Ordinance for Rural Public Easement Streets or Rural Public Streets, including paving. Rural Public Streets will not be fully accepted under Section 2.5 below unless they provide public benefits indicated in Section 2.1 A above, but they will be eligible for winter maintenance public easements.

B. No public easement may be submitted for acceptance unless at least seventy-five (75%) percent of the housing units on that street or within that subdivision phase have received their certificates of occupancy.

# Request for Winter Maintenance via Rural Public Street Easement

## Incorporated Road Association Agreement

I, Cynthia Rague, as President and authorized signatory of the Lyons Point Estab on behalf of the Association, agree to the following:  
NAME TITLE ROAD ASSOCIATION NAME HOA

All costs associated with each public easement road acceptance shall be borne by the Road Association and property owners. Said costs may include public easement recording fee, published notices and others costs deemed by the Town Council;

Maintenance services covered under this policy shall consist only of snowplowing and road sanding. The provision of required materials: road sand and road salt is implied by this policy. All other maintenance aspects, materials and requirements of public easement roads accepted are the responsibility of the Road Association and its members, including road grading. The Town does not assume or accept liability for any defects in or lack of repair to public easements;

If a public easement's traveled portion is paved, the public easement road association and abutting property owners agree the Town assumes no responsibility for damages or injury to the paved surface;

For public easement road acceptance, and road maintenance, each Road Association recognizes the Town of Gray's responsibilities shall be limited to the scope of this policy and to hold the Town harmless regarding any liability for any negligent damage to property: including but not limited to: driveways, mail boxes, lawns, trees, curbing, shrubs or property markers. Each Road Association or individual benefiting agrees to hold the Town of Gray, its officers, agents and employees harmless.

And agrees to be bound by all provisions as applicable in Chapter 400, the Gray Street Ordinance.

Cynthia S. Rague Cynthia J. Rague 10-22-2020  
PRINT NAME SIGNATURE DATE

**IDEMNITY AND HOLD HARMLESS AGREEMENT**

The undersigned Incorporated Road Association, Lyons Point Estates HOA and the property owner(s) of Lyons Point Estates Subdivision, hereinafter "Indemnitor" do hereby grant to the Town of Gray, Maine, a municipal corporation, hereinafter called the "Town" on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the following:

WHEREAS, Indemnitor desires to have the Town provide winter road maintenance on Nolan's Way located in the Lyons Point Estates Subdivision

NOW, THEREFORE, in consideration of the Town's possibly providing winter maintenance services on the above referenced roadway(s), the, Indemnitor agrees to Indemnify and hold harmless the Town, its officers, agents and employees from any claims and liability which may be made against the Town, or any of them, for any damages that may be caused in the process of providing, or failing to provide, winter road maintenance services.

Indemnitor agrees to reimburse the Town for any necessary expenses, attorney's fees, or costs arising in any way under this Indemnity Agreement.

Road Association Designee Cynthia J. Rague Cynthia J. Rague 10-22-2020  
Print Sign Date

Property Owner N/A \_\_\_\_\_  
Print Sign Address Date

**If Road Association is not incorporated, each property owner in the Subdivision must sign this agreement**

Witness \_\_\_\_\_  
By: Cynthia J. Rague  
Its: President, duly authorized

STATE OF MAINE  
CUMBERLAND, ss. \_\_\_\_\_ 10/22, 2020

Personally appeared before me the above-named Cynthia J. Rague, Pres. of Lyons Point Estates HOA, and acknowledged the foregoing instrument to be his/her free act and deed and the free act and deed of Lyons Point Estates HOA.

JM  
Notary Public/Attorney at Law  
JESSICA PAGE  
NOTARY PUBLIC  
State of Maine  
My Commission Expires \_\_\_\_\_  
Print Name January 19, 2024

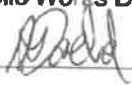
Winter Maintenance Application  
Public Works Director Determination of Adequate Condition

Name of Subdivision Lyons Point Estates  
Name of Road Association Lyons Point Estates Homeowners Assoc.  
Name of Road(s) Nolan's Way

I have inspected the above referenced roadway(s) and find it / them in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department.

I have inspected the above referenced roadway(s) and find it / them to be NOT in acceptable condition per the Gray Street Ordinance for the approval of winter maintenance by the Gray Public Works Department. The deficiencies are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following mitigation actions are required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Steve Lavelle~~ Alec Dodd  
Public Works Director  


Date 11/2/2020

Winter Maintenance Application  
Public Works Director Determination of Adequate Condition

Name of Subdivision

Lyons Point Estates

Name of Road Association

Lyons Point Estates Homeowners Assoc.

Name of Road(s)

Nolan's Way

I recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray

I do NOT recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Steve Lavoie~~ Alec Dodd  
Public Works Director  
Alec Dodd

Date 11/2/2020

Winter Maintenance Application  
Consulting Engineer Determination of Adequate Condition

Name of Subdivision

Lyons Point Estates

Name of Road Association

Lyons Point Estates Homeowners Assoc.

Name of Road(s)

Nolan's Way

I recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray See attached letter for more information.

I do NOT recommend the above referenced roadway(s) for approval of winter maintenance by the Town of Gray for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gorrill Palmer  
Consulting Engineer

William C. Haskell  
Printed Name

Date November 2, 2020

William C. Haskell  
Signature

William Haskell  
Gorrill Palmer

October 22, 2020

Mr. Robert Cole  
26 Mayberry Road  
Gray, ME 04039  
Email: [ricole657@gmail.com](mailto:ricole657@gmail.com)

Re: Lyons Point Subdivision Status

Dear Mr. Cole:

The intent of this letter is to serve the following three purposes:

- Provide verification/closure to the improvements that were part of the Town's subdivision approval.
- Provide a status of the improvements for the soon to-be-formed road/homeowner's association.
- Provide a starting point for the homeowner's association to approach the Gray Town Council for a public easement for winter maintenance in accordance with the Town's Street Ordinance (Chapter 400).

As you are aware, the construction of Nolan's Way was not observed and inspected by Gorrill Palmer as is typically required by the Town's Subdivision and Street Ordinances. The following work was not inspected:

- Road grubbing, placement of base gravels, and construction of drainage ditches, construction of level lip spreaders, protection of stormwater buffers, and erosion control best management practices.
- Retaining wall straddling the lot line between lots 2 and 3. This retaining wall was not shown or detailed on the approved subdivision plans. Base of wall appears to be predominantly set on bedrock. Construction details have not been provided.
- Retaining wall at hammerhead turn-around. The approved subdivision plans depict a 3:1 cut slope at this location. Construction details have not been provided.
- Final surface course paving completed by Glidden Excavating and Paving completed in September 2020.

Gorrill Palmer made several site visits to observe the constructed road and prepared field reports documenting our observations, as follows (Field Reports are attached):

- December 3, 2012 – after the fact site visit to observe the constructed road and associated infrastructure.
- December 4, 2012 – after the fact site visit to observe test pits to confirm the depth of road gravels. Two test pits along the road were excavated and gravel depth at both locations exceeded the typical road section shown on the approved plan. Additionally, gravel gradations were submitted for the Type A & D gravel that was presumed placed (Gradation Results attached).



- July 30, 2018 – site visit to observe placement of binder pavement. See attached field report for details on binder paving. This field report also noted that the gravel shoulders would be widened to 2 feet to meet the rural public easement street standard. This work was completed.
- July 21, 2020 – site visit to review and identify any remaining items to be completed. See attached field report for items to be completed.
- September 29, 2020 – site visit to confirm that items identified in the July 21, 2020 field report were completed. A separate field report was not prepared. Most items were completed, however, the power had not been turned on for the site lights. We request that you notify us when Central Maine Power has electrified the lights.

Understanding the above-noted discrepancies in the road construction inspection requirements, to the best of our knowledge and belief, and based on our after the fact observations and post-construction data collection, it is our opinion that the road has been constructed in general accordance with the approved subdivision plans and meets the Town's requirements for winter maintenance under a public easement.

If the road is ever proposed for full Town acceptance, the Town may wish to review the integrity of the components that deviated from the approved subdivision plan, such as the retaining walls, etc.

Sincerely,  
Gorrill Palmer

A handwritten signature in black ink that reads "William C. Haskell".

William C. Haskell, PE  
Principal

C: Doug Webster, AICP, Department Director of Economic Development & Planning (email)

WCH\234.115\T Construction Observations\2020-10-22 Lyons Point Status Letter.doc

## FIELD REPORT

Project: Lyons Point Subdivision

Project No: 2344.13

Client: Town of Gray

Visit Date: December 3 &amp; 4, 2012

Client's Rep.: Doug Webster

Report Date: January 2, 2013

Developer's Rep.: Rob Cole

Gorrill-Palmer Consulting Engineers Inc. Field Rep: Will Haskell, PE

Weather: Cloudy, see below

Temp. Range: see below

Time Arrived on site: see below

Departed site at: see below

Work in Progress: Project is essentially complete except for paving. Excavate 2 test pits in road to check on gravel depths

Recent Storm Events: None

Work Conducted by GPCEI Representative: General site observations.

### Observations:

**Monday, December 3, 2012 – Weather: clear, Arrive: 1:00 pm, Depart: 2:00 pm**

1. Walked the site with Doug Webster, Rob Cole, Brad Nichols, Shawn Frank.
2. Road looks good. Surface of road is currently reclaim and paving will be completed after the sale of the first lot.
3. Boulder retaining wall constructed in place of 3:1 cut slope in front of Lots 2 & 3. Decision to use boulder wall was made to maximize usable space on the uphill lots. Typically a wall of this height (max height approximately 10 feet, average height closer to 6 feet) would be designed and have reinforcing (geogrid) that extends back into the soil behind the wall to help provide strength and support. I spoke with Rob Cole about the construction. He indicated that large rocks were used at the bottom to create a base about 6 feet wide and then progressively smaller blocks were stacked above. The wall was backfilled with 2 to 3 feet of crushed concrete material. Base of wall is primarily set on ledge so there will be minimal frost action from below.
4. Hammerhead turn-around is constructed with boulder retaining wall at end in place of 3:1 cut slope. Boulder wall was pushed back 10' or so beyond the end of the hammerhead to allow for additional room for snow storage.
5. Drainage ditch on right side of road is constructed in general accordance with plans. Ditch on left side does not exist and drainage essentially sheets off road and will make its way to wooded buffers at rear of Lots 4 and 5.
6. Swing gate posts are in, but gate has not been installed yet.
7. Large level spreader beyond end of main subdivision road appears to be constructed in general accordance with plans.
8. Gravel lake access road also appears to be constructed in general accordance with plans. Road appears to have been carefully located to minimize tree cutting and disturbance. Gravel parking area at end has space for 6 vehicles and layout varies slightly from that shown on plans.
9. Picnic shelter has been constructed and is located next to path from parking area to lake, which is different than shown on plans, but still appears to be outside the 75 foot wetland setback.
10. Pedestrian trail down to lake is well laid out and well constructed.
11. Boat dock will not be installed until next spring.
12. Snowmobile trail has been relocated and Snowmobile group has installed directional signs.

Prepared By: Will Haskell, PE

Reviewed By: Al Palmer, PE

Distribution: File, Doug Webster, Rob Cole, Shawn Frank

If there are any discrepancies, please notify the sender immediately.

PO Box 1237  
15 Shaker Road  
Gray, ME 04039

207-657-6910  
FAX: 207-657-6912  
E-Mail: mailbox@gorrillpalmer.com

13. Set schedule for excavating and observing 2 test pits in the road to check gravel depths for tomorrow, 12/4/12 at 2 pm.

**Tuesday, December 4, 2012 – Weather: drizzle, 40 deg, Arrive: 1:50 pm, Depart: 2:40 pm**

14. Met Rob Cole at the site. He excavated 2 test pits in the road to confirm gravel depths. He used a Hitachi 35U mini-excavator. Report can be emailed to admin@colexexcavation.com.

15. Approved gravel section is 3-inches of MaineDOT Type A base and 15-inches of MaineDOT Type D subbase.

16. Test Pit #1 was located at approximate station 1+50, approximately 4' in from left edge of gravel (near driveway to Lot 6). Excavated down 28 inches + or – and still in good gravel. There is 3- to 4-inches of reclaim mix on the surface. Gravel is very dense and appears to be well compacted. Gravel depth exceeds approved road section.

17. Test Pit #2 was located at approximate station 5+50, approximately 4' in from right edge of gravel. Excavated down about 24-inches and still in good gravel material. There is 3-inches of reclaim mix on the surface. Gravel is very dense and well compacted. Gravel depth exceeds approved road section.

18. Colex to provide gradations for Type A and D gravels.

19. Colex to provide quantities and costs for surface and binder pavement for review by Gorrill-Palmer and to be used for letter of credit for those items.

20. Received copies of the base and subbase gravel gradations on 12/13/2012 (see attached). Both gradations appear to meet the required MaineDOT specifications.

**Action Items**

1. Colex to provide boulder wall typical details and narrative describing its construction.



1 Test Pit #1 at Sta 1+50



2 Test Pit #2 at Sta 5+50



3 Hammerhead Turnaround



4 Road and Boulder Wall Near Lots 2 & 3



**SHAW BROTHERS CONSTRUCTION, INC.**

P.O. Box 69 • 511 Main St • Gorham, Me 04038

Tel: (207) 839-2552 • Fax: (207)839-6239

Website: [www.shawbrothers.com](http://www.shawbrothers.com)

**AGGREGATE SUBMITTAL**

Date: 02/28/2012  
Customer: Colex LLC  
Project:  
Project #: -----

Material: Type "A" Gravel  
M.D.O.T.#: 703.06  
Location: Shaw Brothers B-Pit ~ Gorham, Maine

<u>Sieve Size</u>	<u>Percent Passing</u>	<u>M.D.O.T. Spec.</u>
2"	100%	100% ✓
1/2"	53.9%	45-70% ✓
1/4"	44.3%	30-55% ✓
No.40	13.6%	0-20% ✓
No.200	0.9%	0-5.0% ✓



# Report of Gradation

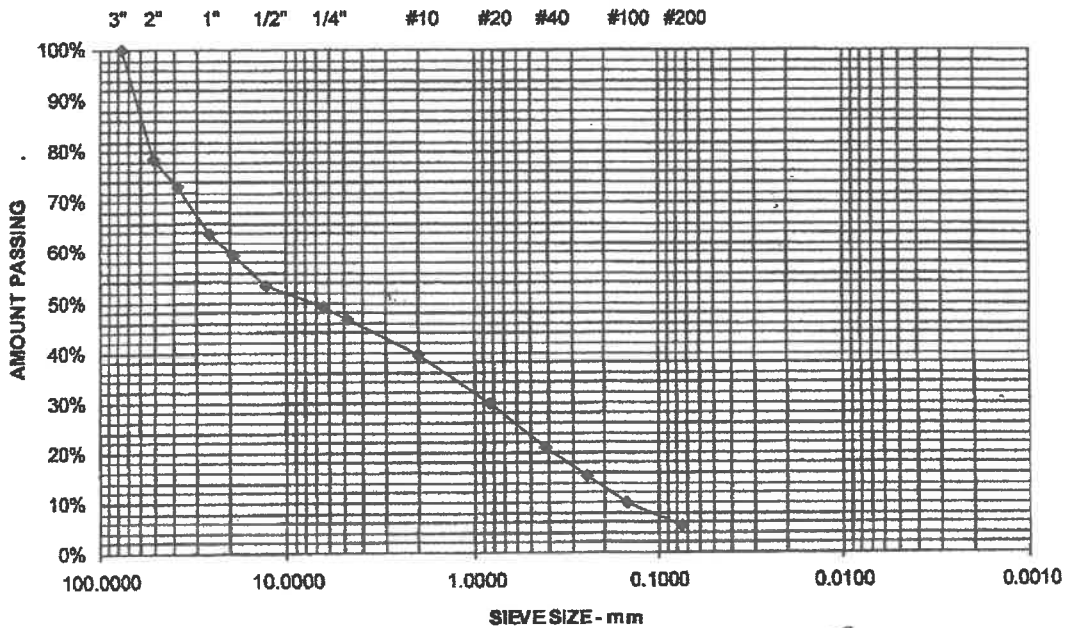
ASTM C-117 & C-136

Project Name · PORTLAND ME - CMP CANCO ROAD SUBSTATION - MATERIALS TESTING  
 Client COLEX, LLC  
 Material Type AGGREGATE SUBBASE  
 Material Source COLEX SHOP

Project Number 11-0968  
 Lab ID 14505G  
 Date Received 9/20/2011  
 Date Completed 9/23/2011  
 Tested By JUSTIN BISSON

<u>STANDARD DESIGNATION (mm/um)</u>	<u>SIEVE SIZE</u>	<u>AMOUNT PASSING (%)</u>	<u>MDOT 703.06 TYPE D SPECIFICATIONS (%)</u>
150 mm	6"	100	100
125 mm	5"	100	
100 mm	4"	100	
75 mm	3"	100	
50 mm	2"	79	
38.1 mm	1-1/2"	73	
25.0 mm	1"	64	
19.0 mm	3/4"	59	
12.5 mm	1/2"	53	
6.3 mm	1/4"	49	25 - 70 ✓
4.75 mm	No. 4	47	
2.00 mm	No. 10	39	
850 um	No. 20	30	0 - 30 ✓
425 um	No. 40	21	
250 um	No. 60	15	
150 um	No. 100	10	
75 um	No. 200	5.3	0.0 - 7.0 ✓

SAMPLE MEETS SPECIFICATION



Comments

*Roger E. Domingo*  
 Roger E. Domingo

286 Portland Road, Gray, ME 04039-9586 • Tel (207) 657-2866 • Fax (207) 657-2840 • www.swole.com

## FIELD OBSERVATION REPORT

Project: Lyon's Point Estates Gore Road  
Client: Town of Gray  
GP Field Rep: Grant Kern (GK)  
Weather: Clear  
Time onsite: 7:00 AM – 11:30 AM  
Contractor: Glidden

GPCEI Project No: 2344.115  
Visit Date: June 27, 2018  
Report Date: June 30, 2018  
Temp. Range: 65 – 80°F

Equipment: Volvo PF4410 paver; CAT CB54B 10-ton roller, Volvo DD29 5-ton roller, New Holland L-170 Skid-Steer, ABG PT240R Pneumatic Roller, 6 dump trucks  
Distribution: File, Deb Cabana, Steve LaVallee, Todd Griffeth, Sheila Fochler

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### Work in Progress

- Base paving Lyon's Point Estates

### Recent Storm Events

- 1.8" of rainfall the week of 7/23.

### Work Conducted by GP Representative

- Base paving observations

### Discussions & Observations

- Glidden on site to pave one (1), 2" lift of 19mm HMA base for Lyon's Point Estates; paved road and hammerhead turnaround to 18' width.
- All 19mm HMA base was compacted with a 10-ton roller, 5-ton roller, and pneumatic tire roller (see Photos 1 and 2).
- Prior to paving, tack coat was set at joint on Lyon's Point Road.
- All load temperatures conformed to the MDOT specification range (275°F - 325°F).
- Crew began paving driveway aprons; GK did not stay to observe.
- We understand, per discussions with the Town that gravel shoulders will be widened to 2', as necessary, to meet rural public easement street standards.

### Visitors on Site

- Robert Cole

### Concerns or Questions

- None at this time.

### Action Items

- Keep Gorrill Palmer informed of future work.

Prepared By: Grant Kern, PE

Reviewed By: Owen Chaplin, PE

If there are any discrepancies, please notify the sender immediately.



Photo #1 – Compacting 19 mm HMA with 10-ton roller, looking south



Photo #2 – Compacting 19 mm HMA with pneumatic roller, looking south

## FIELD OBSERVATION REPORT

Project: Lyons Point Estates  
Client: Town of Gray  
GP Field Rep: Will Haskell (WH)  
Weather: Clear  
Time onsite: 8:30 – 9:30 AM  
Contractor: NA

GP Project No: 2344.115  
Visit Date: July 21, 2020  
Report Date: Aug. 6, 2020  
Temp. Range:

Distribution: File, Robert Cole (RC), Doug Webster (DW), Kathy Tombarelli, Alec Dodd

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### Purpose

- Purpose of the site visit was to walk the road to determine any remaining work that needs to be completed prior to turning the road over to the homeowner's association and offering road for winter maintenance. The road was not reviewed for full Town acceptance per the standards in the current Street ordinance.

### Discussions & Observations

- Remaining granite road monuments to be installed by RC in September 2020.
- Most ditches appear to be in good condition. Woody vegetation, cattails, and sediment shall be removed from ditches as necessary to preserve flow capacity.
- Lot 3 driveway will be paved. Suggested that it be graded to ensure runoff flows to the ditch rather than out into the road.
- Hammerhead turn around appears to be about 70 to 75 feet long from centerline of Nolan's Way which exceeds Town requirement and provides adequate room for snow storage, while still maintaining required length for plow truck and emergency vehicle turning movements.
- Surface paving is scheduled to be completed in about 3 weeks. Paving contractor will be Glidden Excavating and Paving. Gorrill Palmer will provide observation when the paving work starts and will check pavement temperatures in first round of trucks and observe the start of paving work. RC will notify the Town of schedule. Surface pavement mix design shall be submitted for review prior to paving work. Base pavement shall be tack coated prior to surface paving.
- RC to install aluminum double-swing gate at end of paved road that provides access to gravel path/road to shoreline in September 2020.
- Site lights are not currently operational or connected to a power source. RC will work with electrical contractor to pull underground wires and connect power to lights by September 2020.
- Leaves and woody debris shall be removed from level lip spreader.
- Base pavement appears to be in good condition with minimal, if any, cracking.
- No obvious drainage or erosion control issues were observed.
- Gravel road down to lake appears to be in good condition.

Prepared By: Will Haskell, PE

Reviewed By: \_\_\_\_\_

If there are any discrepancies, please notify the sender immediately.

## Suzanna Gallant

---

**From:** Alyssa C. Tibbetts <ATibbetts@JBGH.com>  
**Sent:** Thursday, November 19, 2020 12:04 PM  
**To:** Deb Cabana  
**Cc:** Suzanna Gallant; Sandy Carder  
**Subject:** RE: MOU Draft  
**Attachments:** MOU CRF Funding w JBGH redline 11.19.20.docx

Hi, Deb –

I generally echo the issues/questions raised by Matt Tarasevich in his email to New Gloucester that you shared with me. Additionally, I will note that I don't believe the MOU format is ideal in that it's not a binding agreement. As an MOU, this is not a contract, so it will not bind the District to comply and there are no mechanisms to seek to enforce it or penalties for nonperformance. However, the email you provided from Diane Boucher suggested that the District was not interested in an agreement in any event, so I haven't suggested a different format as a result. I have changed all references here from "agreement" to "MOU" though.

I have also suggested that this be an MOU between the District and the Town of Gray independently, rather than collectively with New Gloucester. I would envision that the District can then have a similar MOU with New Gloucester, but I don't think it should be one MOU among the three parties. This MOU states that the District is planning on reimbursing the Town with state of Maine CARES Act funds in connection with the Town's operation of its Kids Club program. The MOU also lists an amount, which is a maximum of \$59,000 total, but we'll need to figure out how much of that money will be coming to Gray and update that figure accordingly. To Matt's point, we should have a clear cost-splitting formula here or somewhere that has been agreed upon by all three parties. I've highlighted that to be addressed further, along with the dates that should be filled in.

As Matt also noted, I can't advise or comment on whether this complies with the requirements of the grant without seeing that, so I offer this draft subject to that caveat and solely based on the direction provided in the emails from the District. I have assumed that many of the provisions here are intended to address requirements of the grant (and per the Auburn example) and have kept the content of this largely as presented as a result, though I'm not really sure if that's a correct assumption.

Please let me know if you have any questions.

Thanks,  
Alyssa

*Alyssa C. Tibbetts, Esq.*  
Ten Free St., P.O. Box 4510  
Portland, ME 04112  
(207) 775-7271  
(207) 775-7935 (Fax)



**From:** Deb Cabana <dcabana@graymaine.org>  
**Sent:** Tuesday, November 17, 2020 10:05 AM

**To:** Alyssa C. Tibbetts <ATibbetts@JBGH.com>  
**Cc:** Suzanna Gallant <sgallant@graymaine.org>; Sandy Carder <scarder@graymaine.org>  
**Subject:** FW: MOU Draft

Hi Alyssa,

Will you please review the attached proposed MOU and offer any edits. The Recreation Department worked with the School District to acquire funding under the CARES ACT. It appears that we needed an MOU. If possible, I would like to take it to the Town Council for their meeting on December 1<sup>st</sup> but I would need your edits by Thursday. If this is not possible, then we will wait until December 15<sup>th</sup>. Thank you very much.

Deb

*Deborah Cabana*

Town Manager, Town of Gray  
24 Main Street, Gray ME 04039  
Phone: 207.657.3339 x 101  
Fax: 207.657.2852  
[dcabana@graymaine.org](mailto:dcabana@graymaine.org)  
[www.graymaine.org](http://www.graymaine.org)

**From:** Sarah Rodriguez <[recdirector@newgloucester.com](mailto:recdirector@newgloucester.com)>  
**Sent:** Monday, November 16, 2020 3:50 PM  
**To:** Nellie Levier <[nlevier@graymaine.org](mailto:nlevier@graymaine.org)>; Chanda Turner (<[cturner@sad15.org](mailto:cturner@sad15.org)> <[cturner@sad15.org](mailto:cturner@sad15.org)>); Diane Boucher (<[dboucher@sad15.org](mailto:dboucher@sad15.org)> <[dboucher@sad15.org](mailto:dboucher@sad15.org)>); Town Manager <[townmanager@newgloucester.com](mailto:townmanager@newgloucester.com)>; Deb Cabana <[dcabana@graymaine.org](mailto:dcabana@graymaine.org)>  
**Subject:** MOU Draft

Hello Everyone,

One of the requirements for the CRF Grant is a MOU between the District and the Program Provider. Chanda and Diane had a hard time getting answers from the state about exactly what this MOU needed to contain, however they did tell us that the City of Auburn had executed a strong agreement. I used that document as a guide to create this draft.

I have also attached the original Auburn agreement for your reference, the biggest difference between their arrangement and ours is that Auburn Rec is operating the program in School facilities.

Please let me know if there are any questions, I'm happy to make edits.

Thank you,  
Sarah

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

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including any contained in your reply. This electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Right to Know Law (Title 1, 401-521 of the Maine Revised Statutes).

MEMORANDUM OF UNDERSTANDING  
BETWEEN MSAD 15 AND  
THE TOWN OF GRAY

This Memorandum of Understanding (“MOU”) is made as of December 1, 2020 (the “Effective Date”) by and between Maine School Administrative District 15 – Gray/New Gloucester (the “District”), the Town of Gray (“Gray”).

W I T N E S S E T H

WHEREAS, the District has received a grant from the State of Maine CARES Act Coronavirus Relief Funds to support schools in developing and offering day programming for students (the “Grant”); and

WHEREAS, the Town operates a before and after-school program commonly known as “Kids Club” (the “Program”); and

WHEREAS, the District desires to have the Town and the Program conduct youth recreation and development activities within the scope of the Grant, from September through December, 2020.

NOW THEREFORE, the parties wish to specify how and under what terms and conditions the Program will provide the services covered by the Grant, and how the District will reimburse the Town for the provision of those services.

1. Term; Termination. This MOU shall commence as of the Effective Date and shall run until December 23, 2020 (the “Term”), unless otherwise terminated or extended. Either party may terminate this MOU upon 14 days' written notice, delivered in accordance with Section 8(b), below. In the event of termination, it is understood that the payment provisions of Section 2(b) of this MOU shall apply.

2. Payment and Invoice.

(a) Subject to the provisions of Section 2(b), below, the District agrees to reimburse the Town for expenses incurred in the operation of the Program, which in no event shall exceed a cumulative reimbursement of \$25,000. The Town shall submit invoices to the District demonstrating all reasonable expenses incurred by the Town in the operation of the Program as outlined in this MOU. Upon receipt of these invoices, the District shall reimburse the Town on or about November 15, 2020 and again on or about December 30, 2020.

(b) In the event either party terminates this MOU, the District agrees to pay any final expenses made while the program was operating.

3. Program Organization and Supervision.

(a) The Program operates at the following location with the following student capacity:

Newbegin Hall- 24 Main St. Gray, ME 04039.  
Capacity: 50 Students

(b) The Town shall be solely responsible for supervising the activities of the Program, its employees, agents, guests, invitees, permittees, or any person participating in any way and ensuring the compliance of all such persons with the terms and conditions. Nothing in this MOU shall prevent the Town from offering evening or weekend programming to groups other than the District’s students, or to offer other daytime programming to the extent such programming does not conflict with Program requirements.

- (c) Program Details. The Program shall be organized as follows:

Youth Programming. Each day, the Town will implement a schedule of youth development programs and activities to support learning and social-emotional development of children ranging in age from kindergarten through grade 6. Daily activities may include art, music, fitness, recreation, games and wellness activities.

Registration. All Program participants shall register with the Town in advance.

Hours of Operation. The hours of operation will be Monday–Friday, 7:00 a.m.-5:30 p.m.

Staffing / Supervision. The Town will be solely responsible for the staffing and supervision of the Program. The Town shall use reasonable efforts to staff the Program so as to minimize the risk of exposure to COVID-19.

Breakfast/Lunch. Daily lunch and snack periods will be scheduled. The District will provide breakfast and lunches at no charge to the participants. The Town will facilitate meal delivery and service during the Program.

4. Regulatory Obligations.

- (a) The Town is responsible for ensuring that Program staff and participants follow applicable COVID-19 related safety protocols, including without limitation, the provisions stated in Appendix A, below.
- (b) The Program shall comply with all state-issued directives and executive orders, and all CDC/COVID-19 related guidelines pertaining to hygiene practices, cleaning protocols, the use of masks or face coverings, and social distancing practices applicable to the Program.
- (c) Program staff are mandated reporters and will comply with applicable law and make the appropriate referrals to DHHS Child Protective Services or the District Attorney's Office in the event that they suspect potential or actual abuse or neglect of any child in the Program. The Program will require that all staff working within the Program undergo criminal background checks.
- (c) All spaces for the Program will adhere to requirements of the Maine Office of the State Fire Marshall, as well as any applicable local codes.
- (e) The Program will provide the appropriate supervision necessary to provide quality and effective Services to youth members.
- (f) In the event that the District or Town/Program employees visit the Program location(s), they will be expected to respect and follow the safety protocols in place.
- (g) The Town shall ensure that any and all premises utilized by or during the Program are cleaned and sanitized as required by the Maine CDC.

5. Collaboration and Communication. Collaboration and communication are key to a successful contractual relationship and the parties desire to have on-going dialogue as reasonably necessary for the smooth operation of the Program. In furtherance of this objective, the parties shall:

- (a) Have their respective designees meet (in person or virtually) as needed to discuss the effectiveness of the collaboration and make adjustments as needed to identify emerging

needs or concerns. The Town's primary contact is Nellie Levier. The District's primary contacts for this Program are Chanda Turner, Director of Curriculum and Development, and Diane Bouchard, Operations Manager.

- (b) In the event of a closure of the Program due to COVID-19 or due to inclement weather, the parties will promptly notify one another through their designated contacts.

6. Nondiscrimination and Compliance with Wage and Hour Laws. Both parties represent and warrant that they will not unlawfully discriminate in the referral / registration process, or in the provision of the Program themselves, against any person on the basis of sex, race, religion, color, age, marital status, familial status, physical or mental disability, national origin, sexual orientation, pregnancy, gender identity, or any other protected characteristic. Each party will be responsible for its own compliance with all state and federal discrimination and wage and hour laws for their respective employees.

7. Indemnification and Insurance. Except to the extent resulting from the gross negligence or intentionally wrongful acts of the other or its partners, officers, directors, agents or employees, the parties agree to indemnify, defend and hold each other and their respective officers, employees, agents and other representatives harmless from and against all liability, damage, loss, cost, injury, and expense, including but not limited to attorneys' fees, that may accrue to, be sustained by or be suffered by the other and their respective elected officials, officers, employees, agents, or any third party, caused by, arising from, attributable to, resulting from or incidental to the operation of the Program. The parties' obligations hereunder are limited to the claims and activities arising under the operation of the Program, and the party seeking indemnification hereunder shall notify the indemnitor of any such claims within 365 days after the events giving rise to their occurrence, or the indemnification obligations hereunder shall be deemed waived. Nothing in this MOU is intended, or shall be construed to constitute a waiver of any defense, immunity, or limitation of liability that may be available to either party, or any of its officers, agents, or employees, pursuant to the Maine Tort Claims Act, 14 M.R.S. § 8101, et seq., as may be amended, or any other privileges or immunities as may be provided by law.

8. Miscellaneous.

- (a) Non-binding. Nothing in this MOU is intended, nor will it be construed, to bind either party.
- (b) Waivers and Amendments. No provision of this MOU may be modified or altered except by MOU of the parties in writing. Failure of either party to promptly enforce any term or provision of this MOU shall not be deemed to be a waiver of that party's right to enforce such a term in the future.
- (c) Notices. Any notices, requests, demands and other communications required or permitted to be given under this MOU shall be in writing and shall be effective when received or when delivery is refused if sent by email to that party's representatives designated above.

If to the District: [dboucher@sad15.org]

If to the Town: [dcabana@graymaine.org]

- (d) No Third-Party Beneficiary. Nothing expressed or implied in this MOU is intended, or shall be construed, to confer upon or give any person, firm, corporation, partnership, association or other entity, other than the parties and their respective legal representatives, successors and assigns, any rights or remedies under or by reason of this MOU.

- (e) Severability. The invalidity of any one or more of the words, phrases, sentences, clauses, sections or subsections contained in this MOU shall not affect the enforceability of the remaining portions of this MOU, all of which are inserted conditionally on their being valid in law, and, in the event that any one or more the words, phrases, sentences, clauses, sections or subsections contained in this MOU shall be declared invalid, this MOU shall be construed as if such invalid word or words, phrase or phrases, sentence or sentences, clause or clauses, section or sections or subsection or subsections had been inserted.
- (f) Section Headings. The section and other headings contained in this MOU are for reference purposes only and shall not affect the meaning or interpretation of any provisions of this MOU.
- (g) Choice of Law. The law of the State of Maine will govern the interpretation of this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the date stated above.

Witness: Maine School Administrative District No. 15

\_\_\_\_\_

By: \_\_\_\_\_  
Craig King, its Superintendent of Schools

Witness: Town of Gray

\_\_\_\_\_

By: \_\_\_\_\_  
Deborah Cabana, its Town Manager

## APPENDIX A

To take advantage of the CARES Act CRF Child Care program, schools and community organizations they contract with must agree to adhere to the required Health and Safety Measures, found in the Maine Department of Education's Framework for Re-opening Schools, Fall 2020, as listed below:

1. **Symptom Screening Before Coming to School:** Students (parents/caregivers) and staff members must conduct self-checks for symptoms prior to boarding buses or entering school buildings each day. Schools should provide information to families in their primary language to support them in conducting this check. Any person showing symptoms must report their symptoms and must not be present at school. Schools must provide clear and accessible directions to parents/caregivers and students for reporting symptoms and absences.

2. **Physical Distancing and Facilities:** Adults must maintain 6' of distance from others to the extent possible. Maintaining 3 ft distance is acceptable between and among students when combined with the other measures outlined in this list of safety requirements. 6' physical distancing is required for students while eating breakfast and lunch, as students will be unable to wear masks at that time. A "medical isolation room" must be designated for students/staff who exhibit COVID-19 symptoms during the school day. Schools should evaluate their existing ventilation capabilities and ensure that they are maximizing their current capacity. Adequate ventilation is required for classrooms, with schools having flexibility in implementation such as using properly working ventilation systems or outdoor air exchange using fans in open window or door. Groups in any one area, room, or classroom must not exceed the Governor's gathering size limits.

3. **Masks/Face Coverings:** Adults, including educators and staff, are required to wear a mask/face covering. Students age five and above are required to wear a mask/face covering that covers their nose and mouth. Masks are recommended for children ages two to four, when developmentally appropriate. Masks/face coverings must be worn by all students on the bus. Face shields may be an alternative for those students with medical, behavioral, or other challenges who are unable to wear masks /face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields worn in place of a face covering must extend below the chin and back to the ears.

4. **Hand Hygiene:** All students and staff in a school must receive training in proper hand hygiene. All students and staff must wash hands or use sanitizing gel upon entering the school, before and after eating, before and after donning or removing a face mask, after using the restroom, before and after use of playgrounds and shared equipment, and upon entering and exiting a school bus.

5. **Personal Protective Equipment:** Additional safety precautions are required for school nurses and/or any staff supporting students in close proximity, when distance is not possible, or when student require physical assistance. These precautions must at a minimum include eye protection (e.g., face shield or goggles) and a mask/face covering. Classrooms and/or areas that have been used by an individual diagnosed with COVID-19 must be closed off until thorough cleaning and sanitization takes place.

6. **Return to School after Illness:** Sick staff members and students must use home isolation until they meet criteria for returning to school.

**SAU / Agency Name:** RSU 15/MSAD 15  
**Billing Name:** MSAD 15  
**Address:** 14 Shaker Road  
**City, State, Zip:** Gray, Maine 04039

**Name of Project:** Day Programming Coronavirus Relief Fund  
**SAU / Agency Contact :** Craig King  
**Phone Number:** 207-657-3335

Maine Department of Education		Accounting Number:		Total Grant Request:			
Attn: Lee Anne Larsen: leeann.larsen@maine.gov		022-05A-7020-95-6306-7020MDP-F2021		Agreement Start Date:		3/1/2020	
23 State House Station				End Date:		12/30/2020	
Augusta, ME 04333-0023		CFDA #	21.019	Fund	2608	Revenue	4542
		Salary/Benefits Amount (1000/2000)	Contracted Services (3000-5000)	Mat./Supp. Books (6000)	Equipment (7000)	Other Expenses (8000)	Total
<b>Category A: Facilities</b>			\$ 7,500.00				\$ 7,500.00
<b>Brief description of activity:</b> Electrical upgrades and facility work for fire marshall compliance in expanded spaces and for expanded enrollment.							
<b>Category B: Staffing</b>			\$ 27,000.00				\$ 27,000.00
<b>Brief description of activity:</b> Additional staff and expanded hours for existing staff to expand before/after school programming to full day programming.							
<b>Category C: Meals</b>		\$ 3,000.00					\$ 3,000.00
<b>Brief description of activity:</b> Staff travel and processing time to access school meal programs for students accessing the day programming.							
<b>Category D: Technology Infrastructure</b>				\$ 3,000.00			\$ 3,000.00
<b>Brief description of activity:</b> Tablet device for each expanded program location to facilitate contactless drop off and pick up. Wifi hot spots for outdoor expanded spaces including data service through 12/30/20.							
<b>Category E: Transportation services</b>							\$ -
<b>Brief description of activity:</b>							
<b>Category F: Supplies and materials</b>				\$ 17,000.00			\$ 17,000.00
<b>Brief description of activity:</b> Tents and outdoor seating to expand program capacity and safety.							
<b>Category G: Health and safety supplies</b>				\$ 1,000.00	\$ 1,000.00		\$ 2,000.00
<b>Brief description of activity:</b> AED and cabinet for expanded programming site. Handwashing stations for expanded sites and outdoor facilities.							
<b>Total Budget by Category</b>		\$ 3,000.00	\$ 34,500.00	\$ 21,000.00	\$ 1,000.00	\$ -	\$ 59,500.00
<b>Additional Notes</b>							

SAU / Agency Name:  
 Billing Name:  
 Address:  
 City, State, Zip:

Name of Project:  
 SAU / Agency Contact:  
 Phone Number:  
 Vendor Code #:

Day Programming Coronavirus Relief Fund

Maine Department of Education						
GASA		Total Grant Amount:				
Accounting Number: 022-05A-7020-95-6306-7020MDP-F2021		Agreement Start Date:			3/1/2020	
CFDA # 21.019		End Date:				
Invoice #		Fund		2608		Revenue 4542
Billing Begin Date			Billing End Date			
Salary/Benefits Amount (1000/2000)	Contracted Services (3000-5000)	Mat./Supp. Books (6000)	Equipment (7000)	Other Expenses (8000)	Total	
Category A Budget	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -	\$ 7,500.00
Category B Budget	\$ -	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 27,000.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ 27,000.00	\$ -	\$ -	\$ -	\$ 27,000.00
Category C Budget	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Category D Budget	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Category E Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Category F Budget	\$ -	\$ -	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ -	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00
Category G Budget	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00
Previous Invoiced Amount						\$ -
Funds Invoiced						\$ -
Budget Remaining	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 2,000.00
Total Budget by Category	\$ 3,000.00	\$ 34,500.00	\$ 21,000.00	\$ 1,000.00	\$ -	\$ 59,500.00
Previous Invoiced Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funds Invoiced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Budget Remaining	\$ 3,000.00	\$ 34,500.00	\$ 21,000.00	\$ 1,000.00	\$ -	\$ 59,500.00
Additional Notes						

		QTY	Each	Shippin	Total Cost	Vendor	Award	Spent	Difference	Status & Location
Category A: Facilities							\$7,500.00	\$9,034.35	-\$1,534.35	
	Install Exit and Emergency Lights Community Building				2,035.10	L.M. Electrical				Paid- NG
	Lighting- Fire Marshall requirements				1,846.25	L.M. Electrical				Paid- NG
	Pave outdoor access to Boiler				375.00	Bowie Excavating				Paid- NG
	Build Indoor Handicap ramp, firedoor, and exterior door trim				4,778.00	D.L. Carpentry				Paid- NG
Category B: Staffing	8:30am -2pm Staffing Gray				10,896.50		\$27,000.00	\$17,487.75	\$9,512.25	Paid- Gray
	8/31-10/31 8:30am-2pm Staffing New Gloucester				6,591.25					Paid- NG
Category C: Meals							\$3,000.00	0	\$3,000.00	
Category D: Technology Infrastructure	Apple Ipad	1	395	0	395.00	Amazon	\$3,000.00	\$2,095.60	\$904.40	Paid- Gray
	Apple Ipad	1	559	0	559.00					Paid- Gray
	Accessories	2	44.94	0	89.88					Paid- Gray
	Internet Upgrade - Community Building				638.96	The Computer Place				Paid- NG
	Internet Connection Issue Fix				412.76	The Computer Place				Paid- NG
Category E: Transportation										
Category F: Supplies and Materials							\$17,000.00	\$9,624.16	\$7,375.84	
	Lap Desks	35	19.99		699.65	Amazon				Paid- Gray
	Lap Desks	35	19.98		699.30	Amazon				Paid- Gray
	Outdoor Benches/Tables	16	154.99		2,479.84	Amazon				Paid- Gray
	Tablet Arm Folding Chair (2pack)	10	190.37		1,903.70	WB Mason				Paid- Gray
	Stacking Desks and Chairs (packs of 4)	5	532.75	384.8	3,048.55	Today's Classroom				In progress- NG

	Home Depot- Cubby Room and Garage Paint/finishSupplies				793.12	Home Depot				Paid- NG
	20x20 Canopies and Walls									In progress- NG
Category G: Health and Safety Supplies							\$2,000.00	\$2,090.17	-\$90.17	
	Infrared wall-mount thermometer	2	124.99	0	249.98	Amazon				Paid- Gray
	Face Masks	450		0	219.82	WB Mason				Paid Gray
	Handwash Stations	4	122.99	0	491.96	Amazon				Paid Gray
	AED Unit, Cabinet	1			1,128.41	Northern Oxford RAS				Paid NG

Current Available Budget in Public Works:	\$33,366.00		
		Seasonal Per diem Winter Roads	\$30,660.00
		Seasonal Per Diem Summer Roads	<u>\$2,706.00</u>
			\$33,366.00
Amount Needed to Change Seasonal Position to Full-Time	\$26,169.00		
		Pay Rate of \$20/hr for 27 Weeks	\$21,600.00
		Town Retirement Contribution	\$1,119.00
		Projected Overtime	<u>\$3,450.00</u>
			\$26,169.00
Savings from Per Diem Positions	\$537.00		
		Excess Funds for Additional Per Diems	\$7,197.00
		Projected Funds Needed for Possible Per Diems	<u>\$6,660.00</u>
			\$537.00
Medical Insurance Savings	\$28,660.00		
		Excess Medical Premiums From Two Rec Dept Resignations	\$50,360.00
		Projected Medical for New Position (Feb - June 21)	<u>\$21,700.00</u>
			\$28,660.00



## The Continuing Problem with Geese on Crystal Lake

BY CHERYL WELCH

Since 2002, when Wilkies Beach was first closed to swimming due to unacceptable levels of e-coli caused by large numbers of geese landing at Crystal Lake, we have had a problem. In mid to late summer hundreds of geese land at Crystal Lake after feeding at local area farm fields during the day. They arrive at dusk and often make their way to Wilkies Beach Cove. The mess they leave behind is a big problem.

The Crystal Lake Association (CLA) did organize and support what I called the "Wild Goose Chase." The goose chase worked for a while, but the geese quickly adapted to our efforts and it became very difficult to scare the geese enough to get them airborne. Then boaters participating in the hazing reported coming upon swimmers and kayakers in and on the water with no means to be seen in the dark. One participant had a near collision with a swimmer. At that point we took a look at the safety of such action and the liability issue for the CLA, should there be a collision. As a result, the CLA no longer participates in this hazing project. This is a very complicated problem with no easy solution. The problem is now two-fold.

### The Nesting Pairs and Goslings

This spring our one nesting pair of geese from years ago has now grown to four pairs with all their goslings. They come ashore on residents' beaches and lawns and leave a huge mess.

There are several ways to deal with this.

1. The adults and goslings are flightless during this time. They could be netted, removed, and destroyed. This would require a consensus of the lake residents to proceed and participation from some lake residents, including use of their property. The cost is around \$1,500 to \$2,000. It is too late this year to implement this as they will be flying soon.
2. They could be hazed (permit required) to deter them from returning next year to nest.
3. If the nests could be located in the spring the eggs could be addled. This requires two people. One person to keep the adults at bay while the other shakes the eggs and dips them in vegetable oil. This suffocates the goslings. If you know where the nests are located, please contact me.

Lake residents have used creative means to deter the pairs and goslings from their property. Please check out this link provided by Denis Coffey for some suggestions: <http://content.fosterlake.com/blog/controlling-geese-populations>.

### The 200-300 Adult Geese

1. The entire Crystal Lake falls within a Wildlife Refuge; therefore, hunting is not permitted, and

with the densely populated shoreline, it would be unsafe.

2. Geese are sometimes lured, netted, and removed to be destroyed. This can only be done when they are flightless. The large numbers of geese (200 to 300) are not here during that time.
3. Hazing geese requires a permit from the United States Department of Agriculture (USDA) – geese fall under federal jurisdiction – with names of all participants. Anyone found hazing without benefit of a permit could face a fine.

I have been in contact with Scott Lindsay, a wildlife biologist with the Maine Department of Inland Fisheries and Wildlife (MDIFW), and Robin Dyer with the USDA's Animal and Plant Health Inspection Service (APHIS) about this subject and the best option that came from those conversations was the use of a pistol and a bird banger. This method is widely used in agriculture to prevent birds from feeding in specific

areas. I believe the best way to deter them is to prevent them from landing in the first place. This would require someone to be on the water at dusk waiting for them to fly in and by use of the pistol frighten them enough so they would fly by. The geese are smart, and they would soon realize that if there is no boat they can land, so this would require a dedicated group of lake residents and someone out there each night no matter what the weather. The bird banger is a pyrotechnic device that would violate the Town of Gray's Fireworks Ordinance. Special permission would be required from the Town Council in order to proceed. The big question is this – if everything falls into place, can we put together a team of boaters to conduct the hazing with the pistol and bird banger? To see a 1-minute video of this method, please link to: [https://www.youtube.com/watch?v=1Lnn1qF8zfl&feature=emb\\_title](https://www.youtube.com/watch?v=1Lnn1qF8zfl&feature=emb_title). 📺

Please contact [cherylcwelch@gmail.com](mailto:cherylcwelch@gmail.com) if you are interested in participating.

## The Dry Mills Store

BY CHERYL WELCH

The Dry Mills Store was built in 1866 and operated since the Civil War, with only a brief interruption. In its day it was the center of activity at Dry Mills. It was demolished in June of this year to make way for MDOT's long awaited reconfiguration of the Shaker Road and North Raymond Road intersection. It had been vacant for the last several years and in a state of disrepair with many residents anxious for its removal. It is gone now – but for the memories. It was Hartwell's Superette in the 1950's when my family became residents at Crystal Lake. My summer friends and I would collect returnables and cash them in at the store and buy penny candy with our bounty of cash. As the construction continues people like me, who have history with the Dry Mills Store, are looking forward to the future with thoughts of the past. 📺

Thank you to Galen Morrison of the [Gray Historical Society](#) for his research and photos for this article.



DRY MILLS STORE: VIRGIE MAXWELL & DOT DOLLOFF - ca1940  
PICTURE COMPLIMENTS OF BEV PRINCE

**CHAPTER 209**  
**FIREWORKS ORDINANCE**  
**TOWN OF GRAY MAINE**

*Proposed May 1, 2018, 2<sup>nd</sup> Reading May 15<sup>th</sup> 2018*

*Approved May 15<sup>th</sup> 2018, Effective June 14, 2018*

*Proposed Updates January 8, 2019, 2<sup>nd</sup> Reading January 22, 2019*

*Approved January 22, 2019, Effective March 1, 2019*

**SECTION 209.1 – PURPOSE**

This Ordinance regulates the use of professional fireworks and consumer fireworks to ensure the safety of the residents of Gray and property owners of the Town of Gray and the general public.

**SECTION 209.2 – TITLE AND AUTHORITY**

This Ordinance shall be known as the "Town of Gray Fireworks Ordinance." It is adopted pursuant to the enabling provisions of the Maine Constitution, the provisions of 30-A M.R.S.A. Section 3001, and the provisions of 8 M.R.S.A. Section 223-A, and the Town Charter for the Town of Gray.

**SECTION 209.3 – DEFINITIONS**

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

A. Consumer Fireworks: "Consumer Fireworks" has the same meaning as in 27 Code of Federal Regulations, Section 555.11 or subsequent provision, but includes only products that are tested and certified by a 3rd-party laboratory as conforming with United States Consumer Product Safety Commission standards, in accordance with 15 United States Code, Chapter 47. Consumer Fireworks does not include the following products:

1. Missile-type rockets, as defined by the State Fire Marshall Rule by rule;
2. Helicopters and aerial spinners, as defined by State Fire Marshall by rule; and
3. Sky rockets and bottle rockets. For purposes of this definition, "sky rockets and bottle rockets" means cylindrical tubes containing not more than 20 grams of chemical composition, as defined by the State Fire Marshall by rule, with a wooden stick attached for guidance and stability that rise into the air upon ignition and that may produce a burst of color and/or sound at or near the height of flight.

B. The term "Fireworks" does not include consumer fireworks or toy pistols, toy canes, toy guns, or other devices in which paper caps or plastic caps containing 25/100 grains or less of explosive compound are used if they are constructed so that the hand cannot come in contact with the cap when in place for the explosion, toy pistol, paper caps, or plastic caps that contain less than 20/100 grains of explosive mixture, or sparklers that do not contain magnesium chlorates or perchlorates.

C. Fireworks Display: An entertainment feature where the public or a private group is admitted or permitted to view the display of fireworks or consumer fireworks or special effects.

D. Fireworks: The same meaning as that term defined under State Law, 8 M.R.S.A., Section 221-A (4), as may be amended from time to time.

E. Person: Any individual, partnership, limited liability company, corporation, governmental entity, association, or public or private organization of any character.

F. Town: The Town of Gray, Maine.

## **SECTION 209.4 – USE OF CONSUMER FIREWORKS RESTRICTED**

A person shall not use, display, fire, or cause to be exploded (collectively "Setting Off") consumer fireworks within the Town of Gray or in or from any watercraft within waters of the Town except upon the following conditions:

A. No fireworks shall be set off on any day with a Fire Danger Class of 3, 4, or 5. Any person(s) setting off fireworks shall be responsible for verifying the Fire Danger Class on any day that consumer fireworks are set off.

B. No person shall use, display, throw, drop or cause to set off any consumer fireworks or fireworks within any public way or within 50 feet of a public way.

C. Consumer Fireworks may only be set off during the following days/times:

Summer:

1. July 3rd: 12:00 P.M. until 10:00 P.M.
2. July 4th: 12:00 P.M. until 11:00 P.M.
3. From 6:00 P.M. to 10:00 P.M. for the following days:
  - a. Saturday preceding July 4th
  - b. Saturday following July 4th
  - c. Saturday preceding Labor Day weekend
  - d. Labor Day weekend Saturday

New Year's:

4. 9:00 AM on December 31st until 12:30 A.M. on January 1st
5. January 1st from 12:00 P.M. until 10:00 P.M.

D. No person shall use, display, throw, drop or cause to set off any consumer fireworks or fireworks within 75 feet of any building or structure.

## **SECTION 209.5 – PROFESSIONAL FIREWORKS STANDARDS**

Pursuant to 8 M.R.S.A. Section 227-B, this section establishes standards for the use, display, or setting off fireworks, as defined in 8 M.R.S.A., that require a permit from the Maine Commissioner of Public Safety or designee.

A. No fireworks shall be set off on any day with a Fire Danger Class of 3, 4, or 5. The person or entity setting off fireworks shall be responsible for verifying the Fire Danger Class on any day that fireworks are set off.

B. Any person that is required to obtain a fireworks display permit from the Maine Commissioner of Public Safety under 8 M.R.S.A, Sections 221-237 and 227-A shall also be required to obtain a permit from the Gray Department of Public Safety. The applicant shall submit the following information to the Gray Fire Chief at least 14 days in advance of the scheduled event:

1. Location of the event including a plan showing the area where the display is to occur.
2. Responsible party including contact information both prior to and during the event.
3. Commencement time and ending time.

4. Description and listing, including approximate quantity, of the fireworks to be displayed.

5. Detailed description of safety and security measures to be taken.

C. The professional fireworks display shall not occur unless the Gray Department of Public Safety has duly issued the Town permit.

D. No permit for professional fireworks display shall be issued between May 10th and June 20th on any property or location within 2000 feet of a body of water in excess of 10 acres.

E. The party or entity setting off the fireworks display shall be responsible for ensuring that all fireworks stored on the site before the display are sufficiently secured and protected including having appropriately trained personnel staying on site.

#### **SECTION 209.6 – ADMINISTRATION AND ENFORCEMENT**

A. Copy to State Fire Marshall: Per Title 8 M.R.S.A. Section 223, the Town Clerk shall file a copy of this Ordinance, any amendments thereto, with the State Fire Marshall within 30 days of adoption or amendment.

B. Any State or County Law Enforcement official may enforce the provisions of this Ordinance specifically including duly-authorized representatives from Cumberland County Sherriff, Maine State Police, Maine Inland Fish & Wildlife, and Maine Department of Public Safety (Fire Marshall Office).

#### **SECTION 209.7 – SEIZURE AND DISPOSAL**

The Town or any person authorized to enforce this Ordinance may seize fireworks that it has probable cause to believe are to be used in violation of this Ordinance. All fireworks lawfully seized under this Ordinance shall be forfeited to the State per 8 M.R.S.A. Section 237 (2).

#### **SECTION 209.8 – VOILATION(S) AND PENALTIES**

A. Use of fireworks in violation of this Ordinance shall be subject to a fine of not less than \$100 nor more than \$250 plus attorney costs for the first offence, or a fine not less than \$250 nor more than \$750 plus attorney costs for each subsequent offence within any previous two (2) year period.

B. Injunction: In addition to any other remedies available at law or equity, the Town of Gray, acting through its Town Manager, may apply to any court of competent jurisdiction to enjoin any planned, anticipated, or threatened violation of this Ordinance.

#### **SECTION 209.9. – APPEALS**

Appeals with respect to this Ordinance including fines shall be taken to the Gray Town Council who shall be the final authority.

#### **SECTION 209.10 – SAVINGS CLAUSE**

In the event that any provision of this Ordinance is found by a court of competent jurisdiction to be invalid, this finding shall not affect the remainder of this Ordinance.

#### **SECTION 209.11 – EFFECTIVE DATE**

This Ordinance shall be effective on June 14, 2018.

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## Pivot

\*O/F/C (All)

OPEN

Count of Description		Column Labels		
Row Labels	H	L	M	Grand Total
Administrative	4	2	1	7
Budget	1			1
Committee			1	1
Comp. Plan Update	1			1
Economic Development		1		1
Open Space / Conservation Plan	1			1
Ordinance		2	16	18
Policy			1	1
Recreation			1	1
Residential		1		1
TIF Goal / Budget	2			2
Traffic	1		3	4
<b>Grand Total</b>	<b>10</b>	<b>6</b>	<b>23</b>	<b>39</b>

\*O/F/C (All)

CLOSED

Count of Description		Column Labels		
Row Labels	H	L	M	Grand Total
Administrative	3	3	5	11
Budget			2	2
Comp. Plan Update - breakout of tasks for Item 11	3			3
Comp. Plan Update/ Conservation Plan	1			1
Joint Leaders	1		2	3
Ordinance	6	1	9	16
TIF Goal / Budget	1			1
Traffic - MTA			1	1
Traffic - MTA - break out tasks for Item 24B			1	1
<b>Grand Total</b>	<b>15</b>	<b>4</b>	<b>20</b>	<b>39</b>

Open

*Status: O = Open C = Closed F = Future		Priority: **H = 1-3 months M = 4-9 months L = 10+ months - Guideline			Last Update: 11/17/20							
No	Goal/Category	*O/ F/C	** Pry	P No.	Target Date	Description	Sub by:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
11	Comp. Plan Update	O	H	1.1	<a href="#">Detail Tab</a>	Evaluate options to update current Comprehensive plan including budget impacts to determine best course of action and set timeline. <b>SEE SEPARATE TAB - FOR DETAILS</b>	Town Council	Deb Cabana	Northstar	01/22/18	11/17/20	Council has identified an update to the Comprehensive plan as a top goal. After reviewing the existing plan, feedback from the State Planning office & various other State agencies and new Comprehensive plan policies & requirements, Council requested input from GPCOG which was presented at the Jan 8th TC Workshop. Town staff will work with GPCOG to develop possible options (with budget inputs) for moving forward. Options presented to TC (12/20). Council also agreed once step identified, will move this item to own tab/break out individual tasks/due dates. (11/13) Doug provided updates & provided add'l instructions to Doug. (2/5) & (2/19) see options. (1/22) Council discussed & approved add'l instructions to Doug. (2/5) & (2/19) see updates. TC approved docs at 3/5 meeting. (5/30) Workshop held (6/4) Action taken (8/20) Northstar-Comm were at the Blueberry Fast (10/15) Chair/Vic of Comm provided update presentation. Visioning session held 10/19 & 10/22. (1/7) Sandy advised Ben will present an update to the Council at the 2/4 meeting. (1/21) CPC has released land use survey & held open house 1/29 (2/4) Update to Council: (4/21) Due to Covid-19 the Committee has fallen behind on the draft plan. Ben provided 3 options for moving forward to Council. More info is needed from the committee on the options and their comfort level with the options. Generally speaking, the Nov elec is still a goal, but there is a risk it will not happen & concern with residents being able to fully engage/support the plan. (5/5) Comm prov update on plan & Council agreed to send postcard to every Gray resident. (7/21) Update provided to council on next steps & current status. (8/4) Council discussed & voted to process add'l \$3,500 payment to Northstar for unexpected scope. (9/1) Stare has issued a complete & consistent finding for the draft plan. Council prov feedback on Corni's planned outreach. (9/14) Public hearing held (9:15) CPSC presented results & changes from public hearing & advised they felt an add'l public hearing was not needed. Council voted to approve Comp Plan with changes discussed in meeting & approve ballot question (10/6) Updated plan has been posted to website & blast was sent out. Council sugg electronic signs, more e-mail blasts, social media posts, contracting LRW newspaper and large sign at the Transfer Station for add'l communications. (11/17) Voters appr. by 79% on 11/3. Deb confirmed no add'l steps needed. <b>Next Step: Council will discuss implementation plan 12/1</b>
27	Open Space / Conservation Plan	O	H	1.2	01/01/21	During the Libby Hill Trails clean-up after the October storm, the Community Endowment communicated concerns regarding the longevity of the current ad hoc agreements used to create Libby Hill Trails. Council agreed a full review and updates are needed to protect this asset as part of Open Space Plan.	Sandy Carder	Deb Cabana	Dan Maguire	03/20/18	10/20/20	TC discussed at 3/20 meeting based on feedback received from Community Endowment. Deb advised the agreements just 'came together' and are in need of review/update. Deed research - who has access to which pieces of land, how large of an geographic area is involved, how deep does the research need to go, consultation from a conservation expert - will all be needed and cost money. Council agreed to log with a target of year end, for Staff to review & determine what is needed with an estimated cost, for consideration in next year's budget. Carl Holmquist is willing to provide some names of conservation experts who can assist the Town. (12/20) Issue came up in Open Space Staff meeting - Deb working on pulling together cost estimate for budget meetings. (2/5) TC agreed to move up & tie to H2.1 Open Space. (3/21) est provided at budget meeting. Council agreed to add to budget. (6/11) Residents approved budget. (10/15) Community Endowment has requested an info sharing meeting with Town Staff. 1 Councilor and an MSAD representative to start process of long term maintenance agreement. Council appointed Dan to attend. (11/12) 1st meeting went very well - 3 parties agreed preserving is paramount. (12/3) Council agreed to add annual maintenance to budget spreadsheet. (12/17) 2nd meet focused on budget - MSAD 15 conducting full audit of usage to determine impact - some assessment discussion. (1/21) Deb followed up with MSAD15. No update. (2/4) Carl present to School board this week, Craig has some initial data on usage (3/10) Meet held to continue discussion - working through maintenance/budget needs. Council agreed to add the Homestead Acres issues submitted by residents on this private road - to ensure we keep them in the loop as the agreement moves forward. (6/16) Deb will check with Dr. King on next meeting after the election. (8/4) Dan adv MSAD15 lawyer provided framework agreement for review. (10/6) Dan shared a worksheet created to gather input from stakeholders. Council provided gen feedback on form. (10/20) Council prov feedback on worksheet <b>Next Step: Next LH meeting is 10/22.</b>

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24C	Traffic	O	H	2	11/15/20	<p><b>Route 26/North Raymond Road Intersection project</b> has reached "project design" status. Need to ensure Town's input &amp; resident concerns are included in plan as it moves forward. Deb advised this is a different MDOT group than the 24A item.</p> <p><b>MDOT TASK = awaiting "plan impact complete" from consultant to proceed with title research / acquisition phase</b></p>	MDOT	Deb Cabana	Doug Webster	04/03/18	11/17/20	<p>DOT Forum was 9-16 delayed 2. Issue #Mill Brk culvert &amp; miss sidewalks raised DOT sec more \$\$ for culvert. Forum held 5-31 Council rev notes from Forum. Council rd 4 top prior. Deb to req drop dead date for proj &amp; target to prov info req. DOT prov initial feedback &amp; ans final ques 8/7/18 meet. Council conf their support of current plan w/ change to expand Mill Brk culvert for future sidewalks at an addtl cost of \$5,000. Doug asked DOT to put conduit under new inters to facilitate crosswalks - DOT adv easier now to add later when needed. Council reprior to monitor proj with follow-up Circle K issue &amp; MDOT timeline. Doug adv transf easement from DOT to Town has been stugg as 1st step in Circle K resolution. 10/2 - Dan req a timeline/schedule for DOT proj to better understand overall approach to proj. (11/27) Deb has req timeline &amp; DOT resp. (1/22) Deb read resp from DOT-delta lag, costs &amp; proj safety all come into play in approach decision-adv roundabout has not worked as well as expect. Dan advised he was talk about another one, but the process is the same. (2/5) Deb adv no progress has been made with Circle K access. (3/5) Sandy adv a resident had pointed out the green garage has some historical value, referred to the GIS. (3/21) Doug adv of a possible need to increase the size of the pipe at intersection in anticipation of a stormwater fix on N. Raymond Rd. Council wants verification that proposed correction is feasible and est on costs for increase size. (5/7) Council voted to use TIF funds for upgrade. (6/18) MDOT provi update &amp; Council prov guidance. (9/3) Doug/Deb prov update on Circle K prop (10/1) Dan adv Circle K had rec'd apprvl for their plan new curcut with ques remain. (11/12) MDOT to accept lowest bid even with 20% overage. (12/3) Kathy agreed to fol up with Circle K done 12/5. (12/17) Council dis note from resident regard detour routes on Mayberry. (1/7) Sandy ask Deb to reach out to MDOT to set next present on construction phase. (3/20) Staff has inv/Cir K &amp; will follow-up (4/28) MDOT prov upd- Circle K issue still in works (6/16) Proj underway, Circle K reach out to Town (9/1) weekly updates prov &amp; new end date 10/16. Circle K has purchase agree for abut property. Vacant buildings need to be addressed. (9/15) Dan advised PB ext curb cut date to 11/15 prov base paving is done by end of Oct (10/20) Issue with sh rd circle k entrance disc (11/17) Most <a href="#">conct is done incl circle k</a> <b>Next Steps: Awaiting sign control box, signage and final touches.</b></p>
34	TIF Goal / Budget	O	H	3	<a href="#">Detail Tab</a>	<p>Work on planning associated with new Village TIF. <b>SEE SEPARATE TAB FOR DETAILS</b></p>	Town Council	Deb Cabana	Doug Webster	08/07/18	09/01/20	<p>Councilors agreed to close "TIF creation" task as it is now in approved. This new item will capture the planning and additional work associated with administering the new TIF. Project was discussed during 9/10 workshop &amp; Mr. Lavelle advised video work was still outstanding, but felt he would be able to present at 2nd Oct meeting. 9/18 Deb advised that there was still one piece left to complete. Review of MDOT/Town video work &amp; analysis to be presented at Dec 4th meeting (as presentation was delayed from 11/13 meeting). (11/28) Council reviewed updated info on projects with Steve, as well as his priorities. Mixed Use options were discussed at length. (12/4) Will Haskell &amp; MDOT provided updated info on Main Str Project. (2/5) &amp; (2/19) See new detail tab H3. MDOT has advised change in Main Str project timeline. (7/2) Workshop held (8/6) 7/1 Workshop minutes approved (10/15) Council agreed time to set up another brainstorming session - likely on Route 115 road - agreed to wait until 10/28 workshop to schedule so Bruce would be included. (10/28) Public forum set 12/5. (11/12) Dan will facilitate - Council agreed to set up/forum. See detail tab for updates. <b>Next Step: Doug to work up proposal on Zoning once time allows. Council discussion funding options.</b></p>

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71	TIF Goal / Budget	O	H	4	12/31/20	Amend Route 100 South TIF to address funds	Town Council	Town Council	Town Council	02/04/20	11/17/20	<p>Council has met several times in Executive Session to discuss the Route 100 South TIF. (1/21) Council held Workshop with Water District to review status. As currently defined, the money collected in this TIF fund cannot be spent as no current project meet the definitions. If Town does not rectify, could face issues with the state including retroactive reassessment of state revenue sharing and fines. Other Towns have faced these situations. Council has two options (1) amend the TIF to expand definition to include new project and allow to expire as written (2) amend the TIF to expand def to incl new project and close down early. During the workshop GWD &amp; Council agreed the Rt 115 project would be the best option as it is a high priority, safety issue, critical to the village and includes water line upgrade and stormwater infrastructure. The issue of timing - when would the MDOT be ready to work on the project, when would plans be ready &amp; MPI timing were discussed. Agreement was to ask Alyssa if we could (1) amend to include Rt 115 project and (2) set a new expiration date - not full term but not close immediately - likely 3-4 years. (2/4) Deb adv Alyssa said it is possible, but needs to review detail with Council. (3/10) Agree reach. Amend TIF to include Route 115 project and add'l list of top 4-5 WD priorities. Leave term intact but add verbiage to close the TIF once money is expended. Letter to ME CEDC would be done to address outstanding bond at closure. (3/24) WD sent priorities to Alyssa, but Covid-19 has taken priority. Council voted to set public hearing 4/21 to give more time. (4/21) Council moved public hearing to 6/2 meeting. (4/28) Council rev warrant article. (7/21) Voters approved funding (10/6) State submission is complete. (11/17) Deb adv State needed a few updates. Next Step: Awaiting State approval. Council to set up workshop to discuss project.</p>
1	Budget	O	H	5	12/01/20	Installation of LANDFILL Solar Arrays on Town Property.	Sandy Carder	Sandy Carder	Revision	01/02/18	11/17/20	<p>There are financial costs assoc with a solar array. Deb has obtained copies of 50 Po RFP and set up meeting with Cumberland &amp; Town Staff to review (3/22/18). Also, Deb has advised Gray has a new 5 yr electricity contract - which was renewed in 2017. Deb provided Sandy with some info from Cumberland. Deb &amp; Sandy along with Town Staff attended Solar Array tour in So. Portland. Sandy gave overview of some info provided by Cumberland &amp; So. Portland &amp; advised there are some IB students/teachers willing to do some leg work for us. Also, So Po cost was approx \$17,000 up front. Sandy met with Steve Nyström at HS on 11/15. (1/8) Sandy spoke to Tony Plante &amp; he advised Windham has solar on fire station (and it has exceeded expectations) &amp; is still working on landfill option CCed person handling. In addition, Sopro is leading a community group to advocate for environ. changes &amp; Council agreed to have Deb reach out on behalf of Gray. (1/22) Sandy advised Windham is interested in staying in the loop as they are at the same point as Gray &amp; may be will to partner. (2/5) Deb &amp; Sandy attended Kennebec Water Treatment Solar Array event - spoke to Revision Rep &amp; advised they do Prelim review to ensure landfill meets minimum requirement and that they evaluate ALL Town property in their bids. (2/19) Sandy advised Revision has target date of end of Feb. (3/5) Nick provided options in meet w/ Town Staff &amp; Sandy. (3/19) &amp; (4/2) Add'l info prov (4/16) Sandy adv Windham is not able to participate at this time. SAD rec'd material, await meet; RFP ex rec'd; neoprene not an issue. (6/4) updates prov (7/2) Options/updated rev at workshop. Maj of Council supports proceed with an array on the landfill. (8/6) Sandy prov updates from MSAD15 Facilities meeting. Straw poll taken with majority in support of letter of intent with Revision in lieu of RFP - unless MSAD15 requires RFP. (9/9) MSAD meet 9/4 (9/17) Sandy advised MSAD needs more time. (10/1) LOI executed, site walk done. (10/15) Council voted to accept executive PPA summary &amp; proceed with the project. (11/12) Council approved PPA contract. (12/17) Revision dropped KWH rate due to savings - Council approved PPA amendment. (3/10) PPA req clarification on applicant status - Council appr Revision as agent of town. (4/21) Kathy expects sub 4/22 for meet. PB meet. (4/28) Kathy adv app rec'd &amp; site walk set to address some minor issues. (8/4) Council appr easement. (10/6) prog shared &amp; Sandy adv of new PUC app CWP/Telephone fees. (11/17) Council appr PPA Amend. Next Step: Materials on site - construction underway.</p>

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66	Administrative	O	H	6	12/31/20	Determine if "No Thru Trucks" restriction should be placed on a section of Mayvill Rd	Dan Maguire	Council	Deb Cabana	11/12/19	11/17/20	Back in June, Kathy Taylor (Mayvill Rd resident) had reached out to all Councilors regarding the state of her road and the heavy truck traffic. Dan spoke to her directly and agreed to manage the request. This road was set to be paved, but dropped from PVW sched due to paving costs being substantially higher than anticipated. It will be at top of the list next cycle. Deb did some initial feedback - as this section of road is being considered for "state aid" designation (Depot Rd is a state aid road). This impacts cost sharing/responsibility with MDOT vs. Local. MDOT was conducting vehicle counts for the road (or Deb/Steve had req). Dan also advised Ms. Taylor that talking to her neighbors on the road to determine the level of support for posting "no thru trucks" would be helpful. (11/17) Dan rec'd an official petition signed by 24 Mayvill Rd residents. (11/12) Council agreed to add to tracking spreadsheet - it was set to be discussed at 12/3 Council meeting already. (12/3) Sandy provided more info on options incl. weight limits. Deb advised of possible "State Aid" classification. (12/17) Deb provided proposal from GRP - \$1,000 to determine if Mayvill/Weymouth would even qualify - Council expressed concerns on impacts to road maintenance and residents. (1/21) After rev expenses & discuss control concerns, Council agreed NOT to pursue state aid status on either road. Can revisit at later date. Discussed possibly just putting up signs, but felt more info was needed & did not want to set up false sense of enforcement. (2/4) Dan notified resident & adv it would take time before a workshop could be scheduled. Council agreed to send feedback on LD1498 in support of MMA testimony against bill to eliminate weight limits on rural roads. (2/18) Council app letter. (4/28) Dan adv Resident checked in again, but understood delay. (6/16) Dan req Council consider posting signs again (7/21) Council discussed & agreed need to pull in Depot Rd residents. (9/1) Council set 10/6 for workshop prior to TC meeting. (10/6) Public forum held with info sharing. (10/20) Council disc options <b>Next Step:</b> Construction underway. Deb to adv Council is fine with 4 way stop sign. Dan & Sandy to discuss weight limits
75	Administrative	O	H	7	03/01/21	Address ATV access issue on Long Hill Road	Deb Cabana	Anne Gass	Town Council	05/05/20	11/17/20	(5/5): Council designated Long Hill Road as a 1 year temporary ATV access road in Sept, 2018. Residents submitted complaints about the usage starting in Aug, 2019. Council rec'd additional feedback from residents at various meetings including the suggestion to reclaim an old ATV connection trail as a replacement to the LH use. The ATV club presented the Council with their plan of action to mitigate the issues brought forward by the residents on 3/10/2020. Council discussed at the 4/28 meeting and agreed to log at 5/5 meeting. General consensus is a temporary access will be granted again while Councilor Gass works with the ATV Club to develop a plan to reclaim the old ATV trail and funding options. (5/19) Council agreed to temporary access with mitigating measures, develop of long term trail solution and monitoring of complaints. Anne agreed to take the lead to work with the Club to apply for a grant. (6/16) Anne adv that the grant program is the same that was used to build the tennis courts at the HS. Those courts were not maintained & eventually removed for add'l parking. The Town has been working to provide a comparable recreation facility to replace the tennis courts - but each has fallen through. The alternative is to pay back the original grant. The grant program is off limits to the Town until this is resolved. (8/4) Kathy T discussed status with State. Anne adv there is an outside chance some work in NG may help. She also adv there is another grant but not until Spring. Jon provided update from ATV - no new complaints. Council extended access through the end of the season. (11/17) Council disc with Doue Beck <b>Next Steps:</b> To Do's identified & another workshop will be needed. Once underway, the grant will be available again.
55	Administrative	O	H	8	12/01/20	Review current legal agreement between MDOT, Water District and Town regarding the Route 26A winter maintenance and wellhead monitoring	Deb Cabana	Deb Cabana	Town Council	04/16/19	12/17/19	The MDOT has advised they intent to "NOT" renew the legal contract binding them to provide winter maintenance and wellhead monitoring on the Route 26A and wish to turn those responsibilities to the Town. Deb also advised that the last round of MDOT testing found elevated salt level in the testing wells. The current agreement clearly states the MDOT is responsible for addressing those elevated levels; however, they are disputing the cause. (9/3) Executive session held (12/17) add'l Executive session held - Council took no action. <b>Next Steps:</b> Future Executive Session to be scheduled.

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56	Administrative	O	H	9	02/01/21	Develop official Job Description, Appraisal Form/Process & Search Plan for the Town Manager position	Town Council	Sandy Carder	Sandy Carder	04/16/19	11/17/20	Council agreed to outline of needed tasks to address the end of the Town Manager's current contract which expires in 2021. (6/18) Deb has been collecting some examples and working with Suranna to create a list of current responsibilities. (7/2) Council discussed & agreed to each identify top 5 Responsibilities and top (5) Characteristics. (8/6) meeting ran long so Council agreed to send info to Sandy to consolidate for next meeting. (9/3) Sandy did not rec submissions from all councilors in time for discussion - would like by 9/6 to send to Deb for 9/9 deadline. (9/17) Sharon chose not to participate as she felt the header hunter the Council hires should inform the Council of the Resp & Char. The remaining Councilors reviewed the submissions and agreed to summarize. (10/1) Council had no issues with compiled version - although Anne had some small edits. (10/15) Sandy advised Freeport has some salary survey info they are willing to share (via GPCOG meeting). (10/28) Sandy provided info from Freeport to Council. (12/3) Council agreed this needs to move up in priority and need to work on all three items. (2/18) Council discussed budget for search consultant. (6/16) Council set up workshop (7/21) Council did first review of tasks. Sandy to compile. LDI failure prevents search from starting. (8/4) Council rev outstanding ques, identified addtl' changes, identified need for Charter changes, req quotes on search (9/15) Budget passed, Council rev 3 proposals - agreed that was plenty & id a couple addtl' ques (10/6) Council voted to hire Eaton Peabody. <a href="#">11/17/Ad appr &amp; posted. Applications being rec'd. Next Step: Don to hold public forum to obtain resident input 11/23.</a>
24A	Traffic	O	M	1.1	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MDOT Portion. SEE SEPARATE TAB - FOR DETAILS</b>	Town Council	Town Council	Town Council	02/22/18	11/17/20	Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl' info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rd26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Marguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study <b>Next Step: Council to provide addtl' feedback to Deb, MTA to reach out to other partners. See detail tab for more info.</b>
24B	Traffic	O	M	1.2	<a href="#">Detail Tab</a>	Based on TC meeting with State Representatives and Senator, identify action items to pursue both short term & long term. We will keep NG informed of our meetings/progress so they may attend, if they chose. <b>MTA Portion. SEE SEPARATE TAB - FOR DETAILS</b>	Town Council	Town Council	Town Council	02/22/18	11/17/20	Councilor Carder created meeting notes from Workshop (1/29). Councilor Foshay pulled action items to create list. Logging working list item to capture review/prioritization effort by Council. New individual items will be logged as needed. Council discussed at 3/6 meeting & agreed to set up separate meetings with MTA/MDOT - with a target date of end of April/beginning of May - MTA - set up workshop in May - Peter Mills, Bruce Van Note - to open discussions based on Bruce's list. Added Dan's items - revenue sharing, gifting property & dual access curb cuts. Meeting held May 24th. See separate tab for details. Deb requested update and MTA has sent back initial feedback. Council discussed feedback & addtl' info from Deb. Discussed possibly sending official letters to individual trucking companies regarding avoiding Village rd26, concerns from MTA about trucks not seeing 'closure' signs and diversion study next steps. Councilor Marguire suggested inviting a MTA planner to future meetings. (12/4) MTA provided info on diversion study <b>Next Step: Council to provide addtl' feedback to Deb, MTA to reach out to other partners. See detail tab for more info.</b>

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46	Ordinance	O	M	2	12/31/20	Develop <b>Growth Management</b> strategy - as part of Comprehensive Planning & to allow needed time for Open Space Planning	Sandy Carder	Deb Cabana	Doug Webster	02/05/19	09/01/20	<p>(1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. A growth cap has been discussed in various meetings for the last year (or more). Not having a robust growth plan and/or cap was one of the primary reasons the original Comprehensive Plan was not approved. (12/30) During the Open Space forum, Alan &amp; Lucy both strongly encouraged a growth cap be discussed/implemented as soon as possible to provide Gray with more time to develop an Open Space plan. In addition, issues with current residential sub-division ordinances, duplex allowances, and limited safeguards against a large scale development need to be addressed. Kathy advised Town Staff have crunched annual data and Doug advised developing one would be rather straightforward &amp; would be padded to avoid impacting wanted economic &amp; residential development. (2/19) Council agreed this is a top priority now. (3/5) Doug reviewed steps (1) Verify current comp plan (2) check with legal ordinance (3) implement verifying data supports number selected &amp; Council provided direction. (6/4) Doug provided some data and Arundel ordinance left in (1977). Council agreed to proceed cautiously. (9/3) Doug advised best 1st step would to discuss possible cap, number and process to apply caps. (10/1) Council workshop held - guidance provided to Doug. (12/21) Council would like to have some info to discuss by the 2/18 meet given the push on larger developments &amp; Comp Plan process. (2/4) OAC looked at &amp; were not in support - worried about administration of the process impacting staffing (2/18) Council discussed changing approach to be more comprehensive to focus on Growth MANAGEMENT vs just a cap. Need to coordinate with the comprehensive plan timeline as an approved plan is required to enforce growth permit systems. (3/10) OAC began work on this item (5/5) OAC wants to coordinate with Comp Plan so work will not start now, however, due to the need for Council work as well, draft options still to be delivered by end of summer to stay in line with CP. (8/4) Council disc at 8/4 workshop to confirm a full workshop for this along with the duplex/OAC ordinance list can be discussed (9/1) Council disc OAC document cover duplexes, multi unit housing, growth &amp; comp plan info - agreed add'l workshop to create workplan to complete all the work needed. <b>Next Step: Council needs to schedule follow-up workshop &amp; need to await voter approval of Comp Plan.</b></p>
4	Traffic	O	M	3	06/01/21	Work to develop long term changes needed to address traffic, drainage, road conditions, pedestrian & cyclist safety and speed along <b>Route 115 entering Gray from the hill thru connection to Brown Street.</b>	Deb Cabana	Deb Cabana	Deb Cabana	01/02/18	10/06/20	<p>During the June Council meeting, Town Staff advised they would be pursuing a MPI grant for reconstruction of this stretch of road in collaboration with the MDOT. It was advised it would likely be a 2 year process with updates provided to the Council. Deb Cabana noted that this would be a 50/50 split for costs (not 25/75 Town/MDOT as previously stated) and includes replacement of the water main. Therefore, it may be included in the upcoming TIF creation, thus it should remain active (rather than 2 year target). Reference material: Pavement Conditions Study - Dec 2017. Project discussed in 9/10 &amp; 11/28 TIF workshops, as well as in TC meetings. (12/4) TC would like to see a review of intersections done prior to committing to a TIF solution or as part of the engineering of that project - to ensure project does not hamstring options. (5/7) Deb advised several communications received regarding pedestrian fatality on Rt 115 requesting sidewalks. (9/3) Sandy adv of outstanding question - need for possible budget consideration (9/17) Deb verified with Will that MPI does not require engineering completion - however - Ann verified the Town's piece of the budget must be approved &amp; set aside to apply. Dan also advised a 50+ sub division (apartment buildings) is before the PB for this road &amp; stormwater/sidewalks are being discussed. (10/15) Deb adv Stevie/Will met with DOT &amp; have more info. (10/28) Council set up public forum 12/5. (11/12) Dan will facilitate &amp; council discussed format. (12/5) Public Forum held. (12/17) Council agreed 1st forum very successful, data compiled, next step is to work out starting point on proj. (1/21) Council held workshop with Water Distr about Route 100 TIF and this proj was select by both gros as the best proj. (2/4) Deb adv Alyssa said it is possible to amend rt 100 TIF for this proj but needs to talk details with us. (3/10) Council &amp; WD agreed to amend TIF to incl this proj (4/28) Council rev warrant art (6/2) Council held public hearing &amp; voted to approval TIF amend (7/21) Voters approved revision. (10/6) State submission done. <b>Next Step: Awaiting State approval. Council to set up workshop.</b></p>

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61	Ordinance	O	M	5.1	12/31/20	Review gas station standard within <b>Sign Ordinance</b>	Doug Webster	Deb Cabana	Doug Webster	07/02/19	11/17/20	(7/2) Issue came up after the Cumberland Farms CZA negotiations and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update gas station sign standards to better address new technologies and ensure continuity within zones with aesthetics in mind. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. <b>Next Step: Council to finish review at 12/15 workshop.</b>
62	Ordinance	O	M	5.2	12/31/20	Review 'multi-tenant' standard within <b>Sign Ordinance</b> for Plaza (Village Zones)	Doug Webster	Deb Cabana	Doug Webster	07/02/19	11/17/20	(7/2) Issue came up with changes at the Plaza and was swept into sign ordinance discussion for Maine Wildlife Park. Looking to update multi tenant sign standards for Village Zones to help prepare for possible relocation to NGR. OAC has a meeting scheduled for 7/10. (3/10) OAC working on as add'l issue continue to come up. (4/21) OAC asked Council for some guidance regarding possible light options and design standards. Council were open to considering changes. (6/16) Doug advised the amendments to the Sign Ordinance should be ready for Council discussion at the 7/21 meeting. (8/4) Doug adv OAC should be finalizing in next meeting. (9/1) Council reviewed some of sign ordinance changes - need workshop to finish. (10/6) Dan provided updates (10/20) Council prov feedback on good chunk of ordinance. <b>Next Step: Council to finish review at 12/15 workshop.</b>
83	Committee	O	M	6	07/01/21	Discuss <b>additional requirements</b> for quasi-judicial Boards - <b>Planning and ZBA</b>	Town Council	Town Council	Town Council	09/15/20	09/15/20	(9/15) Council discussed the need to ensure long term viability of quasi-judicial boards and ensure opportunities for new applicants - via new requirements which may or may not include term limits, application wait periods, chair rotation, mandatory/MWA training, pre-training options for those thinking about joining, mentoring, rotation of alternates etc. There was also discussion related to possible changes in Council Rules once quasi-judicial rules are set.
49	Ordinance	O	M	7	01/01/21	Review current <b>ordinances and zoning</b> to determine if changes are needed for <b>Duplexes</b>	Dan Maguire	Dan Maguire	Dan Maguire	02/19/19	09/01/20	Dan asked the Council to consider making changes to Duplexes to address sprawl growth and other unintended impacts to density bonus of allowing a duplex in lieu of a single unit of housing. Doug advised this issue has been researched in the past. Dan needs to talk to Kathy and then work through reviewing current ordinances. Then, bring to the OAC for possible proposal to the Council. (12/17) Deb advised of resident e-mail regarding the number of duplexes being built in Gray - Planning Board has also recently discussed. Council agreed this issue needs to be moved up in the priority list. (6/2) Council reviewed questions from OAC & provided direction. Generally speaking, there was support to make it more restrictive in certain zones and encourage them in others by making it less restrictive. It was agreed this is one tool in the growth mgmt plan. (8/4) Doug provided memo detailing OAC ques/disc points along with the growth plan disc and Comp Plan review. Council agreed a full workshop is needed to review. (9/1) Council disc OAC document cover duplexes, multi unit housing, growth & comp plan info - agreed add'l workshop to create workplan to complete all the work needed. <b>Next Step: OAC to consider initial feedback - need another workshop.</b>

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69	Recreation	O	M	8	<a href="#">04/01/21</a>	Create a <b>Pocket Park</b> including Historical Marker at 5 Yarmouth Rd property	CEDC	Deb Cabana	Kathy Tombarrelli	12/17/19	<a href="#">11/17/20</a>	(12/17) CEDC representative Rachel Rumson presented plans for a new Pocket Park on the 5 Yarmouth Rd municipal property which would include a Historic Marker as part of a Historical Trail - which was presented by Galen Morrison. Council provided some initial feedback. Kathy Tombarrelli advised there was a possible grant that may assist with phase 1 of the project - earthwork. (1/7) Kathy provided a draft grant application at meeting and Council provided feedback. Council agreed to add to tracking list as project is ongoing and will involve Town Staff and funding. (1/21) Council approved CDGB application. (3/10) Kathy advised the grant was recommended for funding & is moving onto the next phase. (4/21) Kathy will follow up on status of process. (7/21) Planning board reviewed & were very supportive. Abutter meeting held with great feedback. Council approved Rachel Rumson as agent for Planning board work. Due to LD1 failure, grant funding now on hold. (9/1) Council discussed changes to Committee policy to address consultant work. (9/15) Council approved consultant changes to Committee rules. (12/17) Council <b>approved exchange on site to clarify property line</b> <b>Next Step: Kathy to post for consultant.</b>
37	Ordinance	O	M	9	TBD	<b>Discrepancies</b> between the existing <b>Shoreland Ordinances</b> and current State of Maine requirements/statuses have been identified and require updates.	Doug Webster	Deb Cabana	Doug Webster	09/04/18	10/06/20	Town Staff has identified several areas (1) DEP Bi-annual report is no longer required (2) functional needed structures are not compliant with current ordinances (3) existing set backs have some challenges. Ordinances need to be updated and brought before the Council. (4/21) Sandy advised several residents are asking the council to consider adopting the 2016 State Shoreland zoning statute (vs the existing 2005 and 1989 standards. Sandy advised Council will see on the 5/5 meeting for consideration. (4/28) Council discussed in some detail working this item in conjunction with the review of options; related to the fact that Gray is currently working with the 1989 Shoreland Zoning - while 2005 & 2016 amendments have been created at the State level. Code is required to review all three, in some instances, to determine which one is most strict & apply accordingly. There are pros/cons related to all three - incl the 2005 is better for new builds, whereas reh 2016 is better for remodels/expansions. Doug also pointed out this work is the most time consuming for code enforcement & there may be a need to limit the number of applications in a given period of time to ensure resource availability. Much more work is needed. OAC to provide reprioritizing recommendations at the 5/5 meeting. (10/6) Scott D prov add'l info on differences and DEP recommendation to adopt 2015 standards. Doug adv will require some ordinance updates to implement and recommends DEP review. Council agreed to move up on priority list. <b>Next Step: Council to discuss to determine steps/path to adoption/updates.</b>

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18A	Ordinance	O	M	10	07/01/21	Update Current Zoning/Uses to allow Solar Arrays on Municipal property and land between by-pass and turnpike. See 188 under Medium for companion item.	Dan Maguire	Deb Cabana	Doug Webster	01/22/18	11/17/20	Several serious issues exist - traffic (MDOT major movement permit required at 100 peak hour vehicles & they have advised they will not grant) and environmental (increase costs substantially). Doug advised current tenants = 20-30 peak hour trips. After many discussion of possible options - recreational fields, self storage - no 'goof fits' were identified (6/4) May be part of future community solar project discussion? (10/15) Town has rec'd req from commercial solar array company to use the property. (11/12) ISM Solar (Greg Lucini) presented his proposed S/W solar array project to Council with tech support from Chris Byers & Dale Knapp. CMP permit submitted, purchase agreements in place with both MDOT & private property owners. DEP, W&E and Gray Water Dept already brought into discussion. Issue is commercial array not permitted under current zoning/ordinances. Council recognized long term, we need a solar ordinance, but do not want to delay this project. Strong unanimous support for project from Council. Mr. Lucini is willing to work with Town on any issues - including setting up an escrow account to guard against issues with decommissioning. (12/3) Kathy presented options of an overlay & Council discussed in comparison to CZA. (1/7) Kathy presented changes related to a new overlay for council feedback. (1/21) Council provided feedback on overlay proposal from Kathy/Doug. (2/4) P/n Bd has reviewed & was in support. OAC rev & had issue with set backs but was in support. Deb adv they were changed to 25 feet. Assessor will be attending day long training to obtain instructions on how to do valuations on commercial solar arrays. Deb also adv we rec'd notification of another commercial array on rt 100. (2/18) 1st Reading held. (3/24) 2nd read & public hearing held and voted as passed. (4/28) Kathy adv app rec'd and it looked almost fully completed. (5/19) Pre app appr 5/14 (8/4) Council agreed since overlay is done - now medium priority as it works through Pg/State. Item 188 policies & ordinances for solar arrays may need to move up as right now - they are not permitted anywhere outside overlay. (11/17) Kathy adv req no underway on assessment - complicated. Next Step: Final application to PB
70	Ordinance	O	M	11	TBD	Review current residential Subdivision Ordinance for necessary changes in Open Space	Doug Webster	Deb Cabana	Doug Webster	02/04/20	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance.(3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Originally logged as Item 40 - Council agreed to split out the OPEN SPACE portion to the subdivision ordinance as a higher priority. Currently, developers are able to ID & use 'unusable' property as open space to meet the standard to obtain the density bonuses. Ordinance needs to be updated to require the space meet OS standards to count towards density. Next Step: OAC/Staff will provide suggested changes to Council.
52	Ordinance	O	M	12	TBD	Develop local level Sidewalk Construction standards	Dan Maguire	Dan Maguire	Doug Webster	03/05/19	09/01/20	Dan brought up the possible need for local level construction standards for sidewalks after various discussions about status of existing or proposed sidewalks in budget & council meetings. (9/1) Anne provided Council with a "Green Streets Guide" shared by Lauren Meeks (Resident - MDOT engineer) who suggested it be considered when creating our sidewalk standards and during our Infrastructure project planning. Dan suggested Lauren attend an OAC meeting in the future. Next Step: Dan to bring to OAC for discussion - once OAC resources become available.
76	Ordinance	O	M	13	TBD	Amend Subdivision Ordinance to strengthen Buffer Zone requirements & provide more autonomy to PB relating to Internal roads	Dan Maguire	Deb Cabana	Dan Maguire	05/05/20	05/05/20	(5/5) Based on feedback from the Planning Board regarding the current Buffer Zone requirement being reduced from the 50 foot mandate due to the location of houses and other issues, they are asking the Council to strengthen the language in the ordinance. In addition, they would like more autonomy related to mandating internal roads vs shared driveways to reduce curbs and assist with the buffer zone issue. Council agreed to log. Next Step: Dan to bring to the OAC for discussion.
82	Policy	O	M	14	TBD	Need to review & update Town's Fiscal Policy in area of CIP funding	Dan Maguire	Town Council	Town Council	09/15/20	09/15/20	(4/9) Dan proposed we review & update the Town's fiscal policy to change CIP funding to include a bonding option for larger more long tail items (like the ladder truck) rather than attempt to include in annual payments to CIP - as long term - we will never be able to fund appropriately, nor does it make sense to pay cash for such large items. Council agreed. Needs to be brought to a Council meeting & logged on active list - after budget season.

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78	Ordinance	O	M	15	TBD	Create Stormwater Standards for Watersheds	Doug Webster	Deb Cabana	Doug Webster	06/02/20	06/02/20	(6/2) Council agreed to log new item to create Stormwater standards for watersheds which will consist of (1) obtaining assistance from Cumberland County Soil & Water Conservation District (2) consideration of watershed overlay to zoning map (3) setting up add'l peer reviews for PB applications (4) creating ongoing stormwater maintenance inspections/verifications (5) creating procedure to document agreements to bind future owners to maintaining stormwater plans. <b>Next Step:</b> OAC to provide target date and work on as resources become available.
72	Ordinance	O	M	16	12/31/20	Update Fireworks Ordinance to address Chinese Lunar New Year celebrations	Deb Cabana	Town Council	Town Council	02/04/20	10/06/20	(1/21) Council reviewed request from local business to approve the use of Firecrackers to celebrate the Chinese New Year. Council approved but agreed if it is an annual event, the fireworks ordinance should be modified as needed. (2/4) Council agreed to add to tracking spreadsheet & Deb advise the correct terminology is Lunar New Year which can change dates. (7/21) a couple other issues were mentioned in 7/21 meeting - July 4th schedule, variance for CI Association to use propellant gun to address geese issue based on recommendation by IF&W. (9/1) Alyssa is checking to verify the propellant gun is actually considered a firearm. (10/6) Sharon shared info she obtained by contacting a State biologist about options for controlling geese and feedback on the propellant gun. <b>Next Step:</b> Council to discuss add'l items to determine if they will be added to this change.
22	Ordinance	O	M	17	TBD	Review current ordinance governing stormwater drainage measurements to determine if updates are needed. Update ordinance to include licensing fee or other fee structure IF business wants access to stormwater system.	Town Council	Deb Cabana	Doug Webster	02/09/18	03/12/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is update ordinance to specify licensing or fee structure to account for any future requests to hook up to Town's stormwater system. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. Doug also pointed out that results of Watershed study may impact regulations as stricter state statutes come into play. Study is awaiting Spring field work & will include detail to help. (3/5) OAC provided priority order of outstanding items & this was included. (5/21) OAC had prelim discussion at May meeting. (7/2) OAC started review - will continue at 7/10 meeting. (3/12) Staff recommend stormwater modeling be done to understand current infrastructure and recommendation for future - to anticipate add'l devel. That would inform the ordinance/fee work. <b>Next Step:</b> OAC/Town Staff will provide suggested changes to Council.
60	Ordinance	O	M	18	TBD	Review current Kennel related ordinances, identify needed changes & update accordingly.	Deb Cabana	Deb Cabana	Doug Webster	06/04/19	12/03/19	(5/21) Council was made aware of issue via OAC meeting update. New Dog Officer has advised of conflicts between current ordinances and general residential practices. Gray also has existing Kennel businesses. There is also a State Statute involved. Everyone agreed identifying fixes to coincide with new licenses would be best way to communicate any changes. (6/4) Council agreed to move down the priority list - using license timeline as guide. (9/3) Dan advised being moved up due to timing for Dog Officer and Dog licenses. (10/1) Dan advised this one is almost complete. (12/3) Sandy suggested the OAC meet without Doug and work on what they can. Council & Deb discussed and agreed to give this approach a try with Doug reviewing work as needed. <b>Next Step:</b> This one may be a good item for the OAC to test out new approach.

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188	Ordinance	O	M	19	TBD	Update Town's Ordinance to reflect long term <b>Solar Array policies</b> for commercial & residential, all sizes. See 18A under High Priority for companion item.	Kathy Tombarrell	Deb Cabana	Council	12/03/19	03/10/20	(12/3) Council agreed to split this task into two parts - the high priority to address current large scale solar array projects and the medium priority to address long term solar policies for both commercial & residential and for all site arrays. (2/4) Deb adv Mr. Boyle has entered into an agreement with Copp on Route 100 to use some of his land to build a commercial solar array. (2/18) Mr. Boyle made presentation (3/10) Council discussed next steps but will need more information from Mr. Boyle before a decision can be made on how to proceed. <b>Next Step: Planning Dept to follow-up with Mr. Boyle to ensure he understands Council needs add'l info and what info is needed.</b>
25	Ordinance	O	M	20	TBD	Review current <b>ordinance governing stormwater drainage measurements</b> to determine if updates are needed. Create <b>stormwater performance standards</b> for future development in Village and/or for businesses wishing to access Town's stormwater system.	Doug Webster	Deb Cabana	Doug Webster	03/06/18	02/04/20	During the CZA process with Cumberland Farms, much discussion was centered around "peak flow" vs. "volume" of stormwater drainage & about possibly updating the existing ordinance to cover both measurements. TC discussed and need Staff direction on item, as well as priority/timeline. Doug Webster made presentation (3/6) of feedback from Town Engineer. Recommendation is to memorialize Cumberland Farms discussions/approach to be used as a 'performance standard' in conjunction with ordinance for future development. (2/5) Council discussed need to move this up to ensure work is done before MDOT comes to redo Main Str and to ensure used in future development proposals. (10/1) Dan advised OAC felt this one was easy to complete - moved up in priority. (2/4) Dan confirmed the OAC is back to meeting & has agreed to meet every other week to try to catch up. He advised they looked at Solar Overlay & Growth Cap and Duplex but need more guidance on the last. Priorities except for open space were unchanged. <b>Next Step: OAC to work on next.</b>
44	Ordinance	O	M	21	TBD	Review current <b>residential Subdivision Ordinance</b> for necessary changes <b>all other areas (besides Open Space - see Item 70)</b>	Doug Webster	Deb Cabana	Doug Webster	02/05/19	02/04/20	(2/5) Doug advised there were some critical issues that needed review within the current residential Subdivision ordinance (3/5) OAC provided priority order of outstanding items & this was included. Also, identified "Fire Protection" adjustments and Open Space standards as items to be worked on. (7/2) OAC set for 7/10 & this is on agenda. (2/4) Council agreed to split out Open Space (see item 70) to make a higher priority from other changes needed in ordinance. <b>Next Step: OAC/Staff will provide suggested changes to Council.</b>
36	Administrative	O	M	22	TBD	Review the current process for "Planned Unit Development" commercial subdivision to determine if routing the review & approval of commercial uses on lots in a <b>PUD subdivision to the Staff Review Committee</b> in lieu of the Planning Board.	Kathy Tombarrell	Deb Cabana	Doug Webster	09/04/18	01/22/18	This item was brought up & discussed in the TC 8/7/18 meeting. Town Councilor's agreed to consider the proposal, but could not determine whether support would be granted until some draft language was provided. Councilor's expressed various concerns about the process which they would like addressed in that language. The Planning Board has also expressed some concerns with the change given PUDs are relatively new. (1/22) Dan advised Planning bd is okay with change as Planning Bd Chair sits on Staff Review Committee. <b>Next Step: Town Staff to draft language.</b>
77	Ordinance	O	L	1	TBD	Create a <b>Traffic Ordinance</b> to comply with MDOT standard for local signage	Sandy Carder	Town Council	Town Council	05/05/20	05/05/20	(5/5) In reviewing the MDOT policy for posting local roads with weight limits or 'no thru truck' signs, one requirement is to have a Traffic Ordinance on the books. Council agreed to log and prioritize once more information is collected under Item #66. <b>Next Step: OAC to research and discuss.</b>
74	Administrative	O	L	2	12/31/20	Update <b>Gray Historical Society lease</b> with Town	Sandy Carder	Sandy Carder	Galen Morrison	02/18/20	02/18/20	(2/18) Sandy explained the Gray Historical Society would like to update the lease they hold with the Town. They are looking for the Town to assume utility expenses directly to allow them to do more robust fundraising/grant applications to focus on their historical work and to address more maintenance on the building itself. Right now, they are reimbursed up to \$6,000 annually - but have to pay monthly bills. <b>Next Step: GIS will draft a proposed new lease and present to the Council.</b>

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67	Residential	O	L	3	06/01/21	To review the status <b>Deer Acres</b> property (private road)	Residents	Council	Council	12/03/19	10/06/20	(11/12) A group of residents gave a presentation to the Council regarding the current state of their private road - Deer Acres. The road is not actually a deeded private road, but private property with easements. The residents feel the road has been severely impacted by the status of Gore Rd, and the fact that it is used as a connector between Gore Rd and Lyons Point Rd. They are seeking a workshop with the Council to discuss further and develop possible options for solutions. (12/3) The Council expressed serious concerns with taking over a private road, but felt there could be other solutions and they needed more information. They agree to a workshop. (12/17) Bruce advised residents will not be ready to talk until at least April when seasonal residents arrive back in State. (10/6) Council recognized that the residents may be leaving for their winter homes and will push this forward until next spring. <b>Next Step: Bruce will let the residents know.</b>
81	Ordinance	O	L	4	TBD	Need to create a <b>Water Extraction Ordinance</b>	Sandy Carder	Deb Cabana	TBD	07/21/20	07/21/20	(7/21) Council was approached by Crystal Lake residents regarding many commercial vehicles from out of Town companies parking vehicles on the public boat ramp for long periods of time to extract water (pool, landscaping companies). Council discussed safety, access and water quality issues and agreed the activity should be prohibited. Deb spoke to the State and they advised we can put up signs right away - ordered. An ordinance should be created to ensure enforcement can be done properly. <b>Next Step: DAC to work time permitting.</b>
39a	Administrative	O	L	5	06/01/21	Need to review/renegotiate <b>Cable TV Contract</b> sometime in 2019-2021.	Deb Cabana	Deb Cabana	Deb Cabana	09/18/18	09/15/20	Deb advised she has asked Alissa Tibbetts, Town Attorney, to begin some research & that process can take up to 1 year. She also advised there is at least one resident willing to serve on a Cable TV Committee, if the Council chooses to go that route. Council discussed briefly and confirmed either route will require legal review. Dan asked if there was a way for Alissa to provide a synopsis of the process/issues for council to better understand task. Deb advised significant changes have been made at the Federal level which will require more analysis before approach can be determined. (1/8 & 1/22) Feedback presented on item 42 Cable TV ordinance actually fit into the "contract" between parties. Will keep in mind for this item. (6/4) Legislature passed bill to roll back some of the changes (such as channel location, HD broadcast requirement, etc.) Deb advised GPCOG has sent out an RFP for the negotiator for the Towns involved. There was no interest in a pre-contract meeting. (8/6) Deb advised GPCOG is preparing contract with law firm (only one rec'd but highly qualified). (10/15) Deb/Brad provided updates from the negotiation meeting with GPCOG attorney. (1/7) Council agreed to separate contract and committee into two action items. (9/15) Audit by consultant resulted in identifying monies owed (\$18K+) to Gray. GPCOG est negotiations will begin in the fall. <b>Next Step: Randy/Brad to continue to work with GPCOG hired firm with regards to the negotiations.</b>

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# H1-Comp Plan

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H3-TIF

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A	TIF Goal / Budget - break out tasks from Item 34	O	H	2	03/01/20	TIF - Mixed Use Zoning Discussion	Town Council	Town Council	Doug Webster	01/22/18	02/19/19	(11/28) Mixed Use options were discussed at length. Next workshop set for 2/19 6-7pm prior to scheduled TC Meeting. (2/19) Council discussed options and agreed having some type of proposed changes to consider would be helpful. Should focus on Village, but also on large undeveloped piece abutting Northbrook as owners req. inclusion to help develop. Doug will work on.
B	TIF Goal / Budget - break out tasks from Item 34	O	H	2	05/01/20	TIF - Shaker Rd Catch Basin/Sidewalk/Signage	Town Council	Deb Cabana	Town Council	02/22/18	11/17/20	Council await more info on Main St proj for next steps. (11/28) Council disc possibly add sidewalk from Russell to Shaker Rd into eng of this proj and/or work with MSAD15 for post trail thru their prop to sidewalk. May qualify for MDOT sidewalk fund. Eng for proj in budget CIP-Council to disc 2/11. (2/19) Council agreed this is the top pri for fund. (6/21) Residents app budget-engn underway. (9/17) Will prov an update on engn, issues & Council prov feedback. (10/15) Will/Steve met with DOT will update council at 10/28 workshop. (10/28) Upd prov-Council agreed to submit MPI appl. (11/12) Council disc Gray Park sidewalk alt & agreed due to cost, it is not feasible. MPI should incl sidewalk on Gray Park Emerson side. Resol for park spaces imper. (2/4) Council held exe session-no act taken. (3/20) MPI appr by MDOT. (4/21) Council has agreed to use \$100K from TIF + \$652K from Bond - ques to be put to residents. Public forum to be held on actual project once feasible (covid-19). (4/28) rev warrant art (6/2) Council appr warrant art - go before voters 7/14/20. (7/21) Voters approved fund. Council to set up public forums. (9/1) Council set 9/29 for Public Forum - virtual meeting. Pre-planning meeting will need to be set up. (10/6) Sandy prov update from Public Forum. Alec/Will working on next steps. <a href="#">11/17/20 Alec/Will will provide update 12/1</a>
C	TIF Goal / Budget - break out tasks from Item 34	O	H	2	TBD	TIF - Analyze future needs for Village Main Street to coordinate with MDOT project	Town Council	Town Council	Town Council	02/19/19	09/01/20	MDOT has agreed to cover the upgrade of the stormwater system and catch basins located along Main Street in the Village and down 202 towards the Cemetery. They advised the plan will likely come up in the next 5-7 years. Town needs to identify any other changes - such as - increasing water line size, increasing stormwater line size, adding conduit for underground utilities, adding piping for natural gas - so that funding can be budgetted and all items addressed at the same time (rip the road up once - saves money). (4/2) Doug provided 8-12 year window for work on Main Street as guide for Council - meaning analysis & planning should be done well beforehand. (4/16) MDOT advised the timeline for this project is being moved up. Council agreed to move up in priority at 5/7 meeting & set a stand alone TIF workshop - likely in June. Workshop held 7/2. (8/6) Minutes from 7/2 workshop approved. Council to set up another TIF workshop. (9/17) Sandy advised Stephanie Carver at GPCOG would like to see our minutes and join us for future brainstorming sessions - all infrastructure projects as a way to better understand Gray issues. (7/21) Council had workshop with MDOT & learned portion of road may be worked on in separate project for which engineering is underway. Awaiting more info from MDOT. (9/1) Village walkabout was done with Patrick Adams MDOT, Water District, and others to identify issues/solutions. Rob Betz is coordinating with Ernie Harris on current project from Town line to Cumbly's. Council followed up to determine scope of 2nd project from WTA interchange to Brown Street? Can orphan piece be added to that project?

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Last Update: 11/17/20

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<b>D</b>	TIF Goal / Budget - break out tasks from Item 34	<b>O</b>	<b>H</b>	<b>2</b>	TBD	TIF - Center Rd / Bridge Redesign	Town Council	Town Council	Town Council	02/18/18	02/19/19	Town to evaluate possible changes to bridge and/or reconfiguration and/or completion of Turnpike Acres - to address Center Rd outlet just below S Rd intersection/left turn issues for tractor trailers in Village (possibly part of TIF workshop to determine plans/priorities for Village infrastructure upgrades). MTA advised that Bridge was recently refurbished & widened so there are no immediate plans for more work; however, they remain open to discussion a realignment. (12/4) Part of solution to address tractor trailers in the Village is to address inability to make right hand turn from 202 onto route 100 - which includes alternate route - maybe via turnpike acres/center rd bridge. (2/5) TC moving to TIF Planning umbrella (2/19) Deb to find out replacement year from MTA.
<b>E</b>	TIF Goal / Budget - break out tasks from Item 34	<b>O</b>	<b>H</b>	<b>2</b>	TBD	TIF - Rt 100/115/202 Intersection - related to Item 4 - Traffic - Low priority - Route 115 entering Gray from the hill thru connection to Brown Street	Town Council	Town Council	Town Council	02/05/19	10/15/19	Steve L is working on creating a project scope & plan for reconstruction of Route 115 leading into the Village with Will Haskell to submit to MDOT - in hopes of qualifying for 50/50 funding split (up to \$500,000). Council needs to develop options for the multi-road intersection in the Village to ensure whatever future configuration needs are considered in the Rt 115 project and the Rt 115 project helps facilitate the preferred future configuration. (2/19) Deb to find out if Haskell is working on any planning to prepare for proposal to MDOT - is engineering covered or will it need to be paid for - up front. (10/15) Will/Steve have more info from DOT & will update Council at 10/28 workshop.
<b>F</b>	TIF Goal / Budget - break out tasks from Item 34	<b>O</b>	<b>H</b>	<b>2</b>	TBD	TIF - Evaluation of possible Sewer/Water treatment option for Village	Town Council	Town Council	Town Council	02/05/19	02/19/19	During TIF public forums, a specific piece of property (22 acres) was added to the map as it was considered a good candidate for a future water treatment / sewer facility - due to the soils and location (gravity may eliminate need for pumps). (2/19) Deb confirmed TIF funding can be used to purchase property; however, it can only be done once a full blown plan is created for usage. TIF funds cannot be used to buy property for recreation purposes. Council to discuss land acquisition CIP at 2/21 budget meeting. Council has agreed to set up a separate question on the warrant articles & will approve those articles at 5/7 meeting.
<b>7</b>	TIF Goal / Budget - break out tasks from Item 34	<b>O</b>	<b>H</b>	<b>2</b>	TBD	Develop possible <b>Special Assessment Fees</b> - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed Special Assessment Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with In Lieu Fees. 9/18 Council discussed reprioritizing, but decided to leave as is. Dan suggested that we identify other Towns using these fees and use their language as a base. (2/5) Council agreed to handle as part of TIF planning. <b>Next Step: Determine when Staff has capacity to work on.</b>
<b>8</b>	TIF Goal / Budget - break out tasks from Item 34	<b>O</b>	<b>H</b>	<b>2</b>	TBD	Develop possible <b>In Lieu Fees</b> - handling as part of TIF discussions	Town Council	Deb Cabana	Town Council	01/22/18	02/05/19	The Planning staff provided high level information regarding possible use of a developed In Lieu Fees which would be collected as part of new development to offset various costs. Council agreed they should be added to the tool box and requested more detailed information be pulled together for consideration. May be handled in conjunction with Special Assessment Fees. (2/5) Council agreed to handle as part of TIF planning. <b>Next Step: Determine when Staff has capacity to work on.</b>

**M1-1 MDOT & M1-2 MTA**

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
A	Traffic - MDOT - break out tasks from Item 24A	O	M	1.1	06/01/21	Signage - Route 26 vs. Route 26A	Town Council	Deb Cabana	Deb Cabana	02/22/18	11/17/20	Village diversion/misdirection. Looking into eliminating/rename route 26/26A to prevent Truckers from going the wrong way through the village. MTA committed to helping push for changes with MDOT at last night's meeting & advised a suggestion to remove Route 26 starting at Washington Ave (Portland) through to merge with 26A has been suggested in the past. Route 26A would just become Route 26. Also, Jason suggested using the Town sign by the Transfer station or other electronic signs. Note: Cathy Breen had offered to check in with Garmin to obtain more information on GPS algorithms/process - follow-up? MTA will be closing bridge in summer 2019 - good time to coordinate removing "route 26" designation from Washington Ave to bridge. Keeping it from interchange - by-pass - north only. Deb is sending note 9/4. (12/4) MTA pointed out MDOT is not in agreement with full closure of the bridge due to lack of ability for rigs to turnaround if they miss detour signs. Also, not committed to changing route signs at this time - more discussion to follow. (9/17) Sandy advised she mentioned this issue to Rep Moriarty and he advised he would be willing to look into it to determine next steps on a formal request. (10/15) Rep Moriarty has established communication with DOT legislative liaison and they are willing to set up a meeting with DOT Staff that handle routes. Council discussed having pre-meeting but feel Rep Austin & Sen Breen are up to speed - Sandy will advise Rep Moriarty. (11/12) Sandy advised a meeting is set. (12/3) Sandy reviewed results of meeting & weight limit options. MDOT to provide info on costs for signs to change designation for just in Gray. Council agreed to coordinate weight limit with sidewalk project meeting & attempt to obtain approval. (1/21) Sandy sent follow-up on sign count/costs and asked for more info on weight limit process. (2/4) Sandy adv MDOT adv they were looking into (3/10) Sandy will follow up (8/4) Follow up done MDOT still needs to discuss before getting back to us. Council to set up public forums in Sept. (9/1) Public Forum set 9/29 - Sandy to follow up again. (9/29) MDOT sent resp hours before public forum. (11/17) Sandy will draft resp to MDOT letter.
B	Traffic - MDOT - break out tasks from Item 24A	O	M	1.1	04/01/21	Signage/Bollard Posts - Village Island	Sandy Carder	Deb Cabana	MDOT	02/22/18	06/04/19	MDOT will look at what they can do to make the island at the 5 lane intersection stand out so vehicles do not go the wrong way into head on traffic. Only current sign is "ENTER" provided by MTA. New striping is planned, but no response otherwise (9/4), 9/18 Council asked Deb to follow up with MDOT on their review - she advised she has meeting with MDOT on Wed 10/10. (12/4) Sandy asked MDOT at meeting about options. MDOT said they may have some flexible bollard type posts to try - will check their inventory. Steve noted it does make plowing more difficult. MDOT also may look at new signage - but that will require a full re-engineering of electric/posts at the intersection - see rt 115 listing on task list. (4/2) Dan advised at seeing another person drive into head on traffic in the wrong lane around the village island. (4/16) Deb advised MDOT is not willing to spend on permanent bollard due to history of destruction & costs. (6/4) Deb confirmed striping cannot be done before 7/1 (budget). Sandy asked if "ENTER" could be added to striping - may not be visible. Awaiting alternatives from MDOT.

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C	Traffic - MDOT - break out tasks from item 24A			M	1.1	TBD	Village Route 100 Catch Basins	Town Council	Deb Cabana	Town Council	02/22/18	09/01/20	MDOT requested the Town proceed with video work to determine status and wants to be involved in that process. In follow-up meetings with MDOT, Council would like to ensure MDOT planning dept. is represented. Steve advised video work not complete as of 9/10 TIF Workshop, but should have more information to present at 10/16 TC meeting. (12/4) Will Haskell's report showed system is better than anticipated with (3) items needing immediate attention - rest in 5-10 year category or 10-15 year category. Dan asked if rest of stormwater system has been evaluated - it has not. (12/4) MDOT confirmed they will be responsible for the stormwater system when they reconstruct Main street & will address any critical issues in the meantime. Council needs to determine what other items they may want - large water pipes' conduit for underground utilities, larger stormwater capacity, etc. MDOT has advised they are moving this project up in their timeline. Council moved up in priorities at 5/7 meeting - with TIF workshop projected in June. Workshop held 7/1. (6/16) During workshop with MDOT, an overlap was identified between this future project and a "rehabilitation" project currently in the engineering phase with a target for the 2023 construction season. Rob Betz will reach out to project manager to obtain add'l information as any work done on the rehab project would not be - redone or tore up - with this future project. Town wants ability to have input in all stormwater/sidewalk/etc. work from just North of Colley Hill through the large intersection and onto Route 202 towards MTA interchange. (8/4) Rob adv he will coordinate with Ernie but also that another piece is being pitched next cycle. Council agreed we need to be involved in both. Walk around set for 8/5. (9/1) Walk about held - Sandy follow up with Rob to determine scope of 2nd project - can we include 'orphan' piece.
A	Traffic - MTA - break out tasks for item 24B			O	M	1.2	12/31/20 Diversion Study	Town Council	Deb Cabana	Deb Cabana	02/22/18	11/17/20	Town to work define goals/study/painnts/data set to capture as much data/results as poss related to exist prior traffic issues. need to deter int partners-NG, Poland, Cumber, Auburn, Windham? MTA ind poss prov 80-90% of fund, but sugg Muni commit would prov more control over study/ensure buy-in. Partners could share the costs of the 15-20%, 6 fig likely need, more data added to study = high costs. Deb adv MTA is work on poss optns, costs and part comm & hopes to pres at Oct TC meet. (12/4) MTA pres new data capture/purchase that will incr data while drop costs. Scope disc ensured w/ Councilors need to send add'l feedback to Deb-chngs may incr costs-but MTA comm to a good study rather than just a 'cheap' one. MTA will reach out to NG next to deter if they will parti. (1/8) Deb will reach out to MTA to obtain new cont (Bruce Van Note has been appr to head the MDOT). (2/5) Mr. Mills resp, but prov no name. (2/19) Mr Mills is taking a diff appr than Mr. Van Note-he is propo MTA buy subscr at March meet. (3/5) NG is not inter in part.(4/2) Sandy prov PRH article ind MTA, MDOT, PACTS and Portland Transp grp have agreed to grp subscr to software. Await add'l leadfrom Mr. Mills. Residents appr budget. Deb sent e-mail to Mr. Mills. (9/3) Mr. Mills adv they are still work on it. (9/17) Sandy adv COG has access to data & sent material to Steph Carver as they were inter to see if there was a role for COG to play. (11/12) Steph adv COG can prov info-Sandy to ob more info. (12/3) Sandy prov upd. -GPCOG to take leave & prov prop for full council to consider. (1/7) Sandy pres propos scope from COG-Council req opts for MTA buy-in, but meaj agreed to mov forw. Sandy will fol-up with Steph. Council will vote on engage letter at 1/21 meet. (1/21) Council voted to approve engag letter. (2/4) Sandy reasp conf call with COG-ok with chgs-will look into poss ph 2 study to capture 'avoidance' vs. 'diversion' traffic with MDOT funding? (3/10) Sandy will follow up - Steph Carver is leaving GPCOG. Sen. Ned Claxton ask for info as his constituents in NG view this as a top issue. Sandy shared. (5/19) Study due end of June. (7/21) Delay but COG will add 'avoidance' analysis at no charge - target is Sept (9/1) Sandy adv draft report is done - final report should be rec'd in a couple weeks. (9/15) Sandy adv final report has been rec'd - will send to Council & set up discussion when time allows. (10/6) MTA/MDOT have prov feedback to GPCOG. They resp to MTA, incorporating changes for MDOT. NG has ask for copy. Deb to talk to NG Mgr. (11/17) GPCOG resp to MDOT & are work on updating.

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B	Traffic - MTA - break out tasks for Item 248	O	M	1.2	06/01/21	MTA Data - cash collection (vs EZPASS)	Town Council	Sandy Carder	Sandy Carder	02/22/18	03/10/20	MTA will prov data for cash (vs EZPASS) from the regl booths-Gray,NG,Falm - to better deter funds being collect by high tolls. Ident collect funds will prov base to deter alter in toll location prices. Toll Data was prov, but Sandy asked if classes could be split out (12/4) Some minor toll disc occurred at meet with MTA confir they can prov addtl info. (2/19) Council disc opts for toll chgs and agreed to send letter to MTA with recomn/feedback. (4/16) Sandy prov draft to Council. Dan prov feed to Sandy. Council prov feed to finalize letter in 5/7 meet & appr letter at 5/21 meet. Deb has sent. (8/6) Deb to follow up. Council agreed needed to follow-up before pull in Repres and/or Governor's office. (9/3) Mr. Mills resp as he has in the past. (9/17) Sandy met with Rep Moriarty & he agreed next step is a letter to Rep/Breen and Governor and perhaps they can meet to see what add pressure they can apply-incl the issue of Complete street policy. (10/15) Sandy proposed alter approach of asking Leg. Reps to submit the issue to the Governor's Blue Ribbon Commis for consid as several fund pieces related to both toll inequity and diversion. Dan pointed out use of 295 (or 95 north of Augusta) by commut vs those forced to use 95 (south) is an issue as well. Council agreed and also want to focus on ask Leg. Reps to consider a bill that would put more teeth in the MTA complete street policy and give muni more say. Sandy will draft for Council rev at 11/12 meet. (11/12) Letter rev with feed prov. Sharon expressed concerns with tone of letter. Maj of Council felt it needed to be strongly worded esp given news story where Mr. Mills was dismissive of issues. Sandy remind that it is to the legis team, not the MTA directly. Sandy to update and send. (12/3) Council approved letter. (2/4) Sandy adv committee contin work - follow up after session (2/18) Sandy prov update on status of comm and council agreed we should follow up now. (3/10) Sandy shared with Sen. Ned Claxton upon request

# FUTURE

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
10	Administrative	F				Develop process to review status of Paper Streets	Town Council	N/A	N/A	01/22/18	01/16/18	During the Council discussion related to approving an extension to ROW access to 'paper streets', the Council inquired if there was a long term goal to create a process to review/identify streets which should be removed from the list. Resources/funding were discussed as hindrances. Council set this activity to "Future" given the renewal timeframe of 20 years has been reset. Future items will be reviewed annually, at a minimum.
21	Administrative	F				Develop a method to analyze & potentially rank Committee Volunteer applications when more than one received for one spot.	Dan Maguire	N/A	N/A	02/09/18		During a workshop discussion on Jan. 8th, the Council agreed there could be situations where a formal review/ranking system may be appropriate, but it is unlikely one needs to be used in most situations. The Council reviewed a variety of options, ideas, etc., but decided to table this issue for a later date. Will be considered a 'future' item.
31	Ordinance	F				Review the issues and options surrounding Dock Lighting / Light pollution.	Deb Cabana	N/A	N/A	04/17/18	06/05/18	Town Staff has received a complaint/inquiry surrounding light pollution issues related to new LED dock lighting equipment. Given Councilor Foshay was absent at the Apr. 17th meeting, Council agreed to log (as it will be covered regardless - in closed, future or open), but to hold off discussion & prioritization until May 1st meeting review. Council discussed at June 5th meeting agreeing this would be considered a future item based on lack of available information. Possible OAC research item.
17	Economic Development / Budget	F				Research and compile data and options for a possible Community Center in Gray.	Town Council	N/A	N/A	01/22/18	05/07/19	During a Sept. TC Workshop discussing goals, the Recreation Dept. provided a proposal to realign funds collected by the Rec. programs under the Rec. Dept for use in maintaining/expanding programs. One major challenge identified was the lack of space to expand programs which create revenue streams for the Town. A new space (Community Center) was identified as a possible solution which could be paid for with current revenue streams. TC expressed support to obtain more information. Next Step: Rec. Dept. Staff will begin work to outline plan to obtain additional information. Council agreed this will be considered a "closed" Council item until the Rec. Dept. brings forth additional information. With availability of some land around the by-pass, (11/13) Council agreed to move to Future list as the item continues to come up in discussions. (5/7) Concerns regarding current status vs. best practices were discussed during the 4/16 meeting - confirming programs exceed capacity at the Town facilities. See Closed Item #57. Manager advised it was Administrative and under her purview, council agreed to add to this item & close #57 with Manager bringing forward any necessary policy issues.
23	Ordinance	F			TBD	Review current ordinance governing noise for updates and research possible odor ordinance.	Town Council	Deb Cabana	Doug Webster	02/09/18	10/01/19	During the special amusement license renewal of the American Legion Hall, much discussion was centered around the current decibel restrictions for noise in the existing ordinance was set at a reasonable level, existing activities that may be above that level, how the level would be measured (by whom), and how complaints/enforcement would be handled. Doug Webster made presentation (3/6) of review/recommendations from Town Staff - raise limit to 60. TC discussed pros & cons of setting an actual decibel limit & enforcement. TC agreed to raise to 60, but also to add specific types of businesses/activities that would trigger limit. The Mfg Overlay/BD1/BD2 already have some type of noise restriction. Need to determine how complaints would be handled. (2/19) Council agreed to add "odor" to this item. (10/1) OAC feels due to lack of technology, other priorities and inability to enforce, this item should be moved to the future list. Council agreed.
80	Ordinance	F			TBD	To create rules for Chickens in the various zones in Gray	Anne Gass	TBD		07/21/20		(7/21) A couple issues have arisen regarding Chickens and understanding what is and is not allowed. No real defined information in Town ordinances. Should be addressed at some point.

CLOSED

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13	Ordinance	C	H	3	04/22/18	Town Staff has identified the need to add recreational marijuana specific language to the Shoreland Zoning ordinance.	-	Deb Cabana	-	01/22/18	03/20/18	Town staff identified a gap in ordinance coverage for the recreational marijuana ordinance language caused by the fact that Shoreland Zoning supersedes all other Ordinance language. Adding the recreational marijuana specific language will be required to ensure consistency across all zoning ordinances. Legal has confirmed this interpretation. Town staff developed & obtained legal review of proposed ordinance change. 1st reading 3/6 TC meeting. 2nd reading & Council approval provided 3/20 TC meeting. <b>Next Step: Staff will update website to reflect approved changes. This item is now CLOSED.</b>
9	TIF Goal / Budget	C	H	1	09/01/18	Consider the creation of a new Village TIF	-	Deb Cabana	-	01/22/18	08/07/18	The State Legislation is considering modifying the rules/requirements for setting up TIFs with a possible effective date in 2018. Given the changes would restrict the ability to set up new TIFs, the Council has agreed to begin the process of looking at the possibility of a new Village TIF to assist with upcoming infrastructure costs. Deb has provided Council with a TIF timeline and is working with the Town's Attorney & Staff to provide the necessary information to the Council for consideration. Council workshop (1/25), property owner workshop (1/31) & 1st public hearing (2/6) were held. TIF approved during special town meeting (2/14). TIF application submitted & received by State - approval can take 6-8 weeks. Feedback from state identifying 6 areas of concern was rec'd. Town Attorney responded on 4/11/18. State approved 5/23/18. <b>Next Step: It is now closed as TIF is approved &amp; in place. A separate "Planning" task will be created.</b>
128	Ordinance	C	M	3.2	11/09/18	Review status of Road Associations for all Private Roads in Gray. A review of the current Street Ordinance identified a possible issue related to driveways with applying the ordinance to public driveways vs. private driveways.	-	Deb Cabana	-	03/20/18	09/04/18	Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of "authority". It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 16th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. This listing will cover process to create plan to clean up contacts for private roads/discussions with road associations. Council agreed (1) those w/o letters have been prepared to send to private road residents - Council agreed (2) those w/o associations need to form one or provide ONE contact (2) All need to update contact information (3) reminder of road maintenance deadline to continue snow service (4) advise new contractor may be used. Letters sent 6/28/18. <b>Next Step: Deb advised at 9/4 meeting they have received updated information from every private road except Cobbs Drive; therefore, this item is now closed.</b>
32	Administrative	C	H	2	11/09/18	Review the current Contract Zone Agreement procedures to determine if changes or updates are warranted to make process better and/or to protect Town's interests more fully.	-	Deb Cabana	-	05/01/18	09/18/18	Council identified several major areas of concern during recent CZA review of proposed development. Council agreed to look at two specific areas (1) Financial stability (a) by identifying ways to verify developer has ability to meet financial obligations (b) creating language to allow Town to unwind agreement if financial standing is compromised (c) ensure that benefits due to Town are frontloaded in agreement and (2) Environmental impacts are fully identified upfront during Council first review to ensure impacts are mitigated using various options. (5/1) Councilor Wilson has agreed to draft some language & review/discuss with Town Staff. In 8/7 meeting, Councilor Wilson advised he does not feel he is in a position to draft language. Councilors agreed that Town Staff needs to take a stab at adding the 2 new steps and also priority should be moved to High. Doug presented updated policy 9/18. <b>Next Steps: Council approved updated CZA policy as presented at 9/18 meeting. Final version has been posted.</b>

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D	Traffic - MTA	O	M	2.2	10/01/18	Forest Lake Ramp	-	Deb Cabana	-	02/22/18	10/02/18	MTA to share landscape plans for Forest Lake access ramp - once completed. Not discussed, does Weymouth access ramp have similar issues? MTA provided additional information with residents at a meeting. Item is considered closed.
20	Administrative	C	M	12	10/16/18	Develop a description for 'affiliated' committees which are not under the umbrella of the Town Council to help define roles/responsibilities. Ensure all Committees are following the specified Committee rules. Add'l ideas to discuss: Employee of Year, Scholarship Committee to oversee all scholarships, Comprehensive Plan Committee creation	-	Dan Maguire	-	02/09/18	10/16/18	After a workshop discussion on Jan 8th, the Council agreed to develop a description for affiliated committees operating in Town which are not under the Town Council umbrella. The description will then be posted to the website under Committees along with links for each of the individual committees. The Council also identified procedures that all committees should be following such as, submitting agendas 7 days in advance of meetings, posting meeting/agendas, creating minutes (with attendees, date/time/location, summary & votes), etc. OAC was not in compliance. Council is adding review of 'email' policy for committees to cover FOIA, but also manage costs. Dan Maguire volunteered to work on both items. Dan is working on & will circulate a draft to TC. Dan provided draft document to Council for consideration. Draft submitted to Council on 5/1 Council provided feedback on Dan's draft at the 5/15 meeting. New draft submitted to Council on 8/7. Due to time constraints, not discussed 8/7. Council agreed to final changes at 9/10 Workshop 10/2 - Dan needs more time & info from Sharon Next Step: Final changes reviewed & Approved by Council at 10/16/18 meeting. Dan to provide 'clean-up' list to implement - this item is considered Closed.
5	Ordinance	C	M	3	02/22/19	Review the issues and options surrounding a possible Fireworks Ordinance.	-	Deb Cabana	-	01/22/18	01/22/19	Residents have approached the Council with complaints and concerns regarding the lack of a Fireworks Ordinance. The Council discussed at several meetings and agreed to proceed with an analysis of the situation and options, potentially utilizing the OAC. Staff is working on possible options. Councilor Maguire advised the OAC will discuss in Mon. 3/26 meeting. Options were presented to & discussed by Council with feedback provided during 4/3 meeting. Staff presented ordinance at 1st public yearing on 5/1/18. Public feedback was rec'd, Council ques addressed, minor change made, Council voted to move forward with 2nd reading. 2nd reading set for 5/15/18. Ordinance was passed at 5/15 meeting & will go into in 30 days. 10/16 Councilors discussed one item brought up during public hearings - adding the Saturday before July 4th IF July 4th lands on a weekday to tamper violations given this week is most celebrated fireworks weekend. Deb provided feedback from both law enforcement & fire chief that they saw a significant drop in complaints. Councilors also advised a noticeable drop in fireworks. Moved up priority list per Deb's request as changes fairly easy. (1/8) First reading of proposed changes held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: Update to ordinance goes into effect in 30 days (2/22). Item closed.
43	Ordinance	C	M	4	02/22/19	Need to create a Ambulance Service Fee ordinance.	-	Deb Cabana	-	10/16/18	01/22/19	Councilor Maguire inquired about the Rescue billing process and it was determined a Public Safety Billing ordinance will be needed. Deb advised fairly easy to work up. (1/8) First reading of proposed ordinance held. (1/22) TC held 2nd read/public hearing & voted to approve. Next Step: New ordinance goes into effect in 30 days (2/22). Item is closed.

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No	Goal/Category	*O/ F/C	** Pty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
12A	Ordinance	C	M	5	02/22/19	Review status of Road Associations for all Private Roads in Gray. A review of the current <b>Street Ordinance</b> identified a possible issue related to driveways with applying the ordinance to <b>public driveways vs. private driveways</b> .	-	Dan Maguire	-	01/22/18	01/22/19	Councilor Maguire brought this issue to the Jan 2nd TC meeting where a review of the current ordinance, as well as additional information was completed. Town staff pointed out the issue is current one of 'authority'. It was agreed a legal opinion was needed before proceeding. Deb Cabana obtained & shared a legal opinion on Jan 15th. After further discussion (2/6), Council agreed a review of all private roads & the status of road associations. Council is breaking into 2 pieces. <b>This listing will cover discussion on ordinance/policy towards private roads/driveways.</b> Council agreed ordinance clarification is needed, but felt it must be part of the association clean-up effort (item 12B). Council agreed that clarification is needed in ordinance to require driveways comply regardless if on Private or Public road. Dan advised the OAC hopes to present language in October. 10/2 - Doug presented OAC changes but identified areas Staff disagreed. Council discussed (1) liked staff req on permits (2) need more info on apron. Voted down to allow further work & advised "council discussion" better place to start on agenda. (1/8) 1st Reading of proposed changes held. (1/10) Planning Bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing & voted to approve. <b>Next Step:</b> Updates to ordinance goes into effect in 30 days (1/22). This item is closed.
29	Administrative	C	M	14	12/31/18	<b>Planning board</b> has requested some time with the Council to review policies/procedures between the two entities.	-	Dan Maguire	-	04/03/18	01/22/19	Counciler Gallagher brought this to the Council & Council agreed to meeting. Lynn suggested we meet at a regularly scheduled Planning Board meeting. She will see if the May 10th meeting will have room. If not, we'll try June. Lynn discussed with Planning Board at April 12th meeting. They would like some agenda items submitted - June 14th is a tentative date - but may not work for PB. Council discussed options & agreed it would be best to have an agenda from Planning board since they requested the meeting, also needs to be televised - could use handheld mic with table set up (joint leaders). 8/7 Dan advised PB working on agenda. Dan advised agenda will be finalized at 10/11 PB meeting & forwarded. 10/16 A finalized agenda was provided. Workshop was held on 10/25 & Council discussed at 11/13 meeting - agreeing PD should review & verify majority members support each item identified. (1/8) List provided to Kathy of Council items identified in joint meeting. Planning bd discussed in December meeting. (1/22) Dan advised PD does not feel any additional action is needed at this time. Growth Cap was discussed and Town Staff will look into with OAC and bring forward when ready. <b>Next Step:</b> Planning Bd/TC to set up yearly joint meetings. This item is closed.
30	Budget	C	M	15	01/01/19	Set up <b>Debrief Budget Workshop</b> to (1) review budget process for possible changes (target dates, meeting dates, presentation) (2) review/update CIP plan beyond Bond (providing it passes) (3) review new projects/priorities with budget implications (4) TIF projects/Planning	-	Deb Cabana / Council	-	04/03/18	01/22/19	Council would like workshop set up in early fall to cover budget issues (see description) before actual budget review/deadlines. This item will be a parking lot for specific items as well: (1) Succession planning - Town Mgr (2) TIF projects/priorities planning (3) Libby Hill conservation work (4) Watershed plans (5) Wilkes Beach Project (6) Solar Array (7) LED conversion plan (8) Municipal property review results (9) Village sidewalk ext. to Wayne ave (10) Warrant article formats (11) Sidewalks No Raymond (12) diversion study (13) HR person (14) Unfunded accrued employee time (15) waiver of excuse for Veterans - this is NOT all inclusive. Workshop held on 10/18. Deb has created draft meeting schedule. Sandy created spreadsheet listing all budget related items discussed in the last year (or left over from last budget) (12/18) Workshop held - list reviewed & updated - draft calendar set with process defined. (1/22) Addtl meeting set for 2/11. <b>Next Step:</b> Schedule & approach set for 2019-2020. This item is closed.

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Last Update: 11/17/20

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42	Ordinance	C	L	1	02/22/19	Need to create an official Cable TV Ordinance	-	Deb Cabana	-	10/16/18	01/22/19	Deb provided notification that the Town will need to create a Cable TV Ordinance. Deb advised fairly straight forward, but Staff working on Marijuana, Fireworks and Public Safety Billing first. (1/8) 1st Reading held, Brad Fogg provided some feedback. Alissa advised most of those details will be part of actual contract, but a couple non substantive changes could be done prior to the 2nd reading.(1/22) Non substantive changes were made. TC held 2nd read/public hearing & voted to approve. Next Step: Ordinance will go into effect in 30 days (2/22). This item is closed.
28	Administrative	C	L	8	03/01/19	Develop fee for Code Enforcement online software.	-	Deb Cabana	-	03/20/18	02/05/19	During the Budget discussions, TC approved an upgrade to new online Code Enforcement software which will make the process more efficient and reduce man hours needed to perform tasks. TC would like a fee created to cover the annual fee for the software which is \$18,000 in the first year. Staff updated several fees on schedule (approved by Council 6/19) to pass on some of the fees for new software. (1/22) Doug presented changes in Building Permit fees and a new Admin fee. Council had some concerns with Admin Fee. Next Steps: Council approved new reduced "minimum" permit fee \$25 with new \$25 admin fee at 2/5/19 meeting. Item is closed.
15	Joint Leaders	C	M	14.2	02/28/19	Review MSAD15 current newsletter - including costs & timing - to determine how/fe Gray would like to collaborate and add material for distribution. NG will do the same.	-	Deb Cabana	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, the three groups identified expanding communication as one area of collaboration & benefit. Superintendent King suggested both Gray & NG consider partnering with MSAD15 by adding sections to their newsletter which is mailed to every household in GNG. This would create another avenue to communicate directly with residents and sharing costs would be beneficial to all three groups. Deb advised that the Recreation Dept has had some preliminary conversations with MSAD15 and are working on pulling costs together. Deb checked to see if a combined budget mailing could be done, but the timing did not work out. Will try again next year. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format Agenda pulled from last JL meetings provided. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.
16	Joint Leaders	C	M	14.3	02/28/19	Identify ways to engage more students in municipal government to increase interest in career paths, increase volunteerism & increase community building which would also help the Towns.	-	Dr. King	-	01/22/18	02/19/19	During the first Joint Leaders meeting held on 11/27/17, issues surrounding lack of candidates for job openings & volunteer spots on committees and in Town departments were identified as a major challenge for both Towns. MSAD also identified the need for students to obtain "life experiences" via volunteering or internships (locally) as part of their graduation requirements as a new challenge. Dr. King advised MSAD is currently reviewing their IB, Community Service Club and graduation requirements in this area and will be updating their approach. Council assigned Medium priority based on timeline - but no number as assigned to Dr. King. DMS Comm & Town Staff working with HS principal to see if students can assist with repair. Meeting was held on April 23 & tentative framework was set up for DMS collaboration. Jason to pursue setting up mock comp plan committee. 10/2 - Dr King suggested a smaller group & offered HS library. Council had discussed pro/cons - agreed to format & req video. NG offered their location with video & agreed to format. Agenda pulled from last JL meetings provided. (12/4) Joint workday project successfully completed on 11/1 between Excel Students, Town & Comm Endowment - via Carl, Sandy & Dean - with teachers Janet & Gail. Next Step: 10/29 meeting postponed - revisit in Dec. Council agreed to close 14 - 15 - 16 as originated in 1st joint leaders meeting & log new item for new meeting.

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35	Ordinance	C	M	16	02/22/19	Review the current <b>Medical Marijuana and Recreational Marijuana</b> (including shoreland) ordinances to incorporate changes created by latest legislation passed.	-	Deb Cabana	-	09/04/18	03/05/19	The Maine Legislation passed LD238 effective 7/9 and LD1539 which will go into effect 90 days after the legislative session - updating various areas related to both medical & recreational marijuana. Under advise from the Town's Attorney, Gray instituted a complete Emergency Marijuana Moratorium with readings in the July & August meetings. Once updates are confirmed, changes identified in the Gray Ordinance, the Council will proceed with a repeal & replace of the impacted existing Town Ordinances. 9/18 Deb provided update indicating Doug & Alissa were working on draft for 10/16 meeting. Councilors & Staff attended MMA summit on 10/4, Alissa & Doug provided overview of State legislative changes at 10/16 meeting & Councilors provided feedback on options. Council reviewed Doug's bullet points & provided guidance (11/13) (1/8) Alissa Tibbets reviewed proposed changes with Council in 1st reading. (1/10) Planning bd held public hearing - no feedback. (1/22) TC held 2nd read/public hearing - voted to approve & extended moratorium. (2/5) TC moved to Med priority pending last step. <b>Next Step: New ordinance goes into effect in 30 days (2/22), Council to vote to rescind moratorium at 3/5 meeting.</b> Council rescinded moratorium as new ordinances are now in effect. <b>Item closed.</b>
51	Ordinance	C	M	4	05/15/19	<b>Tax Acquired Property Ordinance</b> needs changes to incorporate State level legislative changes	-	Deb Cabana	-	03/05/19	04/02/19	Deb advised that the new State level changes adding steps to the disposal of tax acquired property for those residents 65 and older require new language in our ordinance. (3/19) 1st reading held - Sharon asked about a possible repeal of law. (4/2) Deb advised Alissa advised we proceed as repeal was put on hold for minimum of 1 year. <b>Next Step: 4/2 2nd reading held and ordinance changes approved by council to go into effect in 30 days. THIS ITEM IS CLOSED.</b>
41	Administrative	C	M	3	05/31/19	Review proposed 2018 changes to adopted <b>Bike/Ped Plan</b> - which will roll into <b>Comprehensive Plan</b> .	-	Town Council	-	09/18/18	05/21/19	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have completed a review of the existing 2012 Bike/Ped Plan, conducted a Town wide survey and updated the language and identified their top 5 projects. The Council had previously discussed Public Works top priorities in the 9/10 TIF Workshop. It was agreed in order to approve the updates, a consensus on the top 5 projects should be reached. Part of that discussion should include MSAD15- 10/2. Sandy to request copy of document -Deb to make copies for Councilors. Dr. King sent feedback indicating MSAD interest in discussing sidewalks on Libby Hill and Gray Park. (12/4) Jason expressed concern with "TIF Funding" being listed as a possible funding source leading to improper use of TIF funds. Council to identify top infrastructure projects / budget priorities to better understand where bike/ped projects fall - 10/18 Budget workshop, 11/13 TC meeting, 11/28 TIF meeting & 12/18 budget meeting to provide more info. (1/22) See above item 40 comment - TC needs to update Bike/Ped plan to have more leverage with MDOT & MTA on projects & as part of the Comprehensive plan. Council to finalize top 5 projects via budget discussions & then approve update (with changes if agreed upon). (5/7) Council discussed. <b>Next Step: Council approved updated plan at 5/21/19 meeting. This item is CLOSED.</b>
59	Ordinance	C	H	2	07/18/19	Review & update <b>Medicinal Marijuana standards</b> in new Ordinance to ensure original intent is not restricted and Gray remains in compliance with State statutes.	-	Town Council	-	06/04/19	06/04/19	(5/21) Doug made presentation to Council identifying conflicts and restrictions created with (1) length of set back and (2) way the set backs were being measured which unintentionally eliminated selected locations for Caregivers. Council provided feedback. (6/4) 1st reading of Doug's proposed ordinance changes to (2) way set backs are measured; Doug advised it may still be too restrictive and Council may need to revisit, but solves immediate issue with Caregiver. Council approved. Planning Board held public hearing on 6/13. <b>Next Step: 2nd reading &amp; public hearing to be held at 6/18 meeting. Council approved &amp; will go into effect on 07/18/19. This item is CLOSED.</b>

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2	Budget	C	M	5	06/30/19	Create a new <b>Facilities Use policy</b> to review fees, identify when fees will be waived, identify process for 'in kind' donations.	-	Deb Cabana	-	01/02/18	06/18/19	During discussion prior to Fee Schedule approval, a question of whether or not local organizations incurring fee charges while working to raise funds to offset budget items should be exempt. Obtaining a legal opinion was suggested. Addt'l situation has arisen with Rec Dept long standing agreement with "for profit" business to use volley ball court with reduced fee in exchange for work done by business (improvements/maintenance). Council agreed fee to need to (1) review fee structure for rec dept assets (2) need defined guidelines on when fees may be waived (3) need formal process to document agreements when fees are waived (4) identify CIP threshold for when donation can just be accepted vs need approval. Jason advised Committee will look at & Dean set Sept as target date - but will provide periodic updates to Council to ensure everyone is on same page. 8/7 Councilor Wilson provided update during Comm Repts regarding impact fees. 9/4 Councilor Wilson advised committee still working on it. 10/2 - Committee could not hold meeting for final review (11/13) draft of policy did not address all 4 items. (2/5) Comm has discussed parameters to identify content (4/2) Jason advised Comm is close. Sharon brought up issue that vendor is currently await new procedure & may need to cancel program if delayed further. (4/16) Policy changes discussed at meeting with feedback provided. (6/18) Council reviewed updated policy & provided some addt'l changes approved as amended. <b>Next Step:</b> Deb & Dean will finalize and publish and notify current users of change. <b>This item is CLOSED.</b>
54	Administrative	C	H	5	07/02/19	Develop Interlocal agreement with Raymond to address remaining section of Gore Road	-	Town Council	-	04/02/19	07/02/19	(3/19) Deb provided background information regarding the remaining section of Gore Rd and current information on a proposed agreement between Raymond and Gray to repair/maintain that section of road. Gray would gift used lifts to Raymond, Raymond would use savings to put towards road repairs (along with funds from Rd Association & Raymond residents). Raymond would assume plowing of 2 miles of private roads which cost Gray \$9,200 annually (increasing each year) in exchange for Gray plowing a section of N. Raymond Rd. Steve estimates that is a 50% less costly (\$4,600) annually. Over time, Gray would recoup lift funds and continue to realize savings beyond. Jason raised issues of legality - Deb advised both Gray & Raymond attorneys are involved. (4/2) Dan has requested a formalized cost/benefit calculation to be made available when the agreement is presented to the Council. (4/16) Deb adv Raymond Board approved. Residents have deadline for petition signatures and funding obligations, and Raymond has set Town Meeting date. Bruce/Sharon also clarified their connections. (5/7) Council voted to move forward with both equipment gifting & interlocal agreement (with secession wording added). (5/21) Sharon advised road assoc & resident signatures/funds have been collected. (6/4) Raymond residents approved via Town meeting. (7/2) Final agreement approved by Raymond reviewed and approved by TC. <b>Next Steps:</b> Agreement to be reviewed & voted on at 7/2 TC meeting. <b>This item is CLOSED.</b>

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Priority: **H = 1-3 months M = 4-9 months L = 10+ months												
	Comp. Plan Update - breakout of tasks for Item 11											Town Staff suggests a discussion regarding the Committee. Council agreed specific demographic profiles would be necessary to ensure a solid representation of as many viewpoints as possible. Doug to draft some suggestions. (9/18) Council agreed to hold off until after Heart & Soul presentation. (11/13) Council discussed & agreed that the immediate priority is setting up the Committee and Heart & Soul should not be pursued at this time. Dan also requested a timeline be created to assist with benchmarks & planning. Heart & Soul liaison has offered to assist us with Comp Plan Committee free of charge. (1/8) Doug provided write up of scope, characteristics, options to Council. Council provided feedback (1/22) Council provide add'l direction on (1) application and (2) Change (2/5) Doug's draft was reviewed with feedback provided. (2/19) Add'l changes discussed (3/5) Council approved docs. Town rec'd 10 applications. Council agreed to extend deadline to 5/16/19 to seek more. (6/4) Committee selected (9/3) Committed has held several meetings & elected a chair. <b>Next Step: This sub-task is considered CLOSED.</b>
26	Comp. Plan Update/ Conservation Plan											This task is dependent on the Comp. Plan green space inventory chapter. Awaiting inventory chapter for Comp. Plan. Prioritization will be done at that time. 10/16 Council discussed and agreed to prioritize as H2 (11/13) Due to M11 going back to Rec Comm, they will be unable to work this item. (1/8) Deb provided meeting minutes for a Staff meeting held on 12/20 with 2 land trust representatives & reps from local groups. (1/28) First public forum held with Alan Stearns & Lucky D'Asciano leading - notes taken & presented at 2/5 meeting. Sign up sheet of attendees to be provided. (1/28) Council discussed website options - Jolie to review & agreed additional meetings are needed. Dean meet with Alan & Lucky this week. (3/19) Dean provided update & next steps and Council approved moving forward. (7/2) Dean has been on vacation - Deb to follow up. (9/3) Council rev 3/19 approval of committee & Dean's assigned task to develop the Committee charge. <b>Next Step: Council approved Open Space charge, Committee size, approved Anne Gass as the liaison and appointed applicants. This task is considered CLOSED.</b>
47	Joint Leaders											This item replaces items #14, 15, 16 - which dealt with first joint leader's meeting held in 2017. Council identified (1) shared communication (2) internships (3) sidewalks (4) solar array (5) budget - as items for discussion. (3/5) Bruce has sent a note to Dr. King (6/4) Council agreed Solar Workshop would be likely next joint discussion. (7/2) MSAD set for Revision presentation in July. (8/6) Sandy attended MSAD15 Facilities meeting & reported back to full Council. (9/17) Sandy advised MSAD needs more time to contemplate their approach to solar. <b>Next Step: Council will await further contact from MSAD. This task is considered CLOSED.</b>
33	Ordinance											Karlene Hatemann, Community Health Promotion Specialist for Dept of Health & Human Services presented information to the Council at the 6/19/18 meeting. She advised the new signs could be provided free of charge if we update the ordinance to better enforce. Our ordinance is solid, but needs new forms of tobacco delivery included. MSAD15 has agreed to update their policies so good time to coordinate and also better in the summer months. Council agreed to proceed. (12/10) Karlene sent follow-up to Deb. Deb advised new (free) signs contingent on passed ordinance. Council agreed having in place before Spring advisable. (3/5) OAC provided priority order of outstanding items & this was included. (4/16) Sharon expressed concern with the delay on this item & pending Spring facilities use. (5/21) OAC discussed and found needed changes to boilerplate lang provided. (7/2) OAC set for 7/10 & this is on agenda. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. <b>Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.</b>

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45	Ordinance	C	M	7.1	09/30/19	Review 'multi-tenant' standard within Sign Ordinance for RRA Zone	Doug Webster	Town Council	Town Council	02/05/19	09/17/19	(2/5) State has approached Town regarding a waiver for a much larger sign for the Wildlife Park. Council is not willing to provide a singular waiver for State property and is cautious about changing ordinance outright as RRA covers a good portion of the Town. State is currently not willing to allow a "Dry Mills Schoolhouse" sign; however, if that sign was added and one for the IF&W building, the sign would be considered a "multi-tenant" sign and new standards could be developed for that category. (3/5) OAC provided priority order of outstanding items & this was included. (3/19) Kurt from M&E WP presented add'l info and advised adding DMS sign was acceptable. The cost of \$500 was identified. He also advised the lease will need to be updated which may be a good time for Town to extend term. (4/2) Sandy advised DMS committee has already raised funds for new signage. (5/21) OAC had prelim discussion at May meeting. (6/4) OAC provided feedback - back to Doug. (7/2) This discussion has been expanded to include other sign related issues - but will now be split out on the Tracking list. OAC/Planning Bd support tailored approach for this one sign. (8/6) Changes to be included in 9/3 meeting. (9/3) 1st reading held. (9/17) PB reviewed & held public forum 9/12. Council had 2nd reading & public forum 9/17. Next Steps: Approved at 9/17 meeting - in effect in 30 days. This task is considered CLOSED.
48	Ordinance	C	M	6	11/15/19	Create a new Ordinance to waive excise fees for active duty military personnel	Sandy Carder	Deb Cabana	Deb Cabana	02/19/19	10/15/19	A resident has asked if the Town would consider this ordinance. State statute allows for waiver if active duty personnel are deployed for 180 days or more. Council agreed they would support an ordinance. (9/3) Sandy pointed out this change is dependent on specific state statute so OAC/Town planning dept probably not needed. (9/17) Deb advised the ordinance is very specific and Alyssa has reviewed. (10/1) TC held first reading & approved. (10/15) 2nd reading & public hearing held. Next Step: Council approved 10/15 - will go into effect 11/15. This item is CLOSED.
	Traffic - MTA - break out tasks for Item 24B	C	M	1.2	10/30/19	Rt 26 (Shaker Rd) Bridge Resurfacing	MTA	Deb Cabana	MTA	01/22/19	11/12/19	(1/22) Dan brought up the option to take a more aggressive approach with MTA to force them to provide Bike/Ped space on this bridge. Rep. Austin had rec'd a similar request from Brad Fogg and advised MTA is not reconstructing the bridge, but resurfacing it; thus, they cannot expand it. TC had been told this in our last meeting. The idea is to apply pressure and let them know how serious we are about accommodating our requests. It was pointed out that approving a Complete Street Policy (item 40) and updating the existing Bike/Ped plan (item 41) are in TC court & would give us more leverage; as would, funding the engineering for Rt-26 Village project to include sidewalks across the bridge. TC agreed those steps are important. Jason suggested requiring them to add State law 3 feet signs and Sandy suggested asking them to narrow the travel lanes from 12 feet to 10 feet to slow traffic & provide 4 add'l feet for Bike/Ped passage. (2/19) Council agreed to have Deb go to MDOT (1) state we want 10 foot striping instead of 11 foot (agreed on by MTA) and (2) check if there is a rule requiring breakdown lanes vs. raised sidewalk on bridges. (3/5) Mr. Mills advised they would approve a 10 foot lane, but there is an appeal process. Council agreed to pursue the appeal. (3/19) Town Staff & Engineer provided feedback on appeal process and likelihood of defeat. Council agreed to not pursue. (4/2) Council wants to confirm MDOT will stripe at 11 feet vs. 12 feet. (4/16) Deb obtained confirmation on 11 feet striping - project to begin this month. Project is underway. (10/15) Dan suggested req. side rumble strips - but due to cost and possible diff safety issues (cyclists). Council agreed to follow-up with DOT on agreed upon striping. Project is wrapping up but appears will go a couple more weeks. (11/12) This project is complete - item CLOSED

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64	Administrative	C	M	5	12/03/19	Complete annual review of Council Rules for updates.	Council	Council	Council	08/06/19	12/03/19	(8/6) Sandy requested any council rule proposals be submitted for consideration in at 8/6 meeting - discussion included formatting changes, language clean-up, november meeting schedule, packet submission schedule (which was out of synch with chart being used) and new language around chair responsibilities and staff/legal time. Straw poll on formatting, meet & submission timeline was held - 5-0 on all. Add'l info was req on social media & staff/legal time language. (9/3) Vote & further discussion was set - but tabled as Anne was not at meeting. (10/1) Vote taken for repeal & replace to include 3 areas of changes passed. Add'l discussion and straw poll on social media and add'l VC chair language were held 5-0 support. Add'l changes requested on staff/legal time language (11/12) Council approved VC language and social media rules, and provided feedback on legal/staff time language. <b>Next Step: Anne to update &amp; submit to Deb/Sandy for 12/3 agenda vote. (12/3) Final vote taken - this item is CLOSED.</b>
53	Ordinance	C	H	8.1	04/01/20	Review existing Senior Tax Relief Programs to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Town Council	04/02/19	01/21/20	(3/19) Sharon presented a draft ordinance and program information to Council under Discussion Item and requested a 1st reading be placed on 4/16 agenda. (4/2) Sandy advised she has questions and requests for more information and asked if it would be better to handle as discussion item on 4/16 and 1st reading on 5/7. Sharon wants to proceed with 1st reading. (4/16) Sharon advised she would like to table to a workshop given it was not included in the budget. She also advised contacts in Cumberland would be willing to do a presentation before the Council. (6/4) Council rec'd presentation from Cumberland Councilor & discussed. (6/18) Council discussed possibility of using add'l revenue from state, but majority did not support. Agreed to work on parameters/policy to consider in next budget cycle. (8/6) Workshop held with feedback provided. (9/3) Sharon provided demographic/program info from other towns. Anne sent some info on asset testing - Deb is working on pulling add'l data as well. (10/1) Council discussed at workshop providing feedback on parameters. (11/12) Majority of Council came to consensus on parameters for program with Sharon updating document accordingly. Disagreement on next step. Majority want to hold off on official reading/votes until after budget cycle to ensure funding in the 1st year is possible. Sharon insists on a vote in Dec meeting. (12/3) Council reviewed final language & provided some changes. (12/17) Council agreed to move one req change to ordinance to application. (1/7) Majority of council approved 1st reading. <b>Next Step: Public Forum &amp; 2nd reading set for 1/21 meeting. (1/21) Final vote taken - goes in effect in 30 days - this item is CLOSED.</b>
73	Administrative	C	H	7	04/01/20	Update Committee Policy to address quorum & residency requirements	Dan Maguire	Dan Maguire	Dan Maguire	02/18/20	03/10/20	(2/4) Council discussed various typographical changes needed to the policy as well as consistency in listing information on the website. Agreed Dan could just work directly with Jolie on those changes. Also, discussed issues being experienced in the area of quorums when many committees are not taking official votes all that often (and many have no financials). Agreed official meetings could be held without quorum, but any official votes would still need them. Also, Blueberry Festival Committee requested an exemption to allow non-Gray residents to volunteer for the Committee. Council agreed. <b>Next Step: Dan will add language to address the quorum and residency changes and submit to the Council for a vote. (3/10) Council approved changes - this item is CLOSED.</b>

No	Goal/Category	*O/ F/C	** Pty	P	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
40	Administrative	C	M	5	03/15/20	Review a <b>Complete Streets Policy &amp; approve acceptable policy</b> - which will roll into <b>Comprehensive Plan</b> .	Bike/Ped	Town Council	Town Council	09/18/18	04/21/20	Members of the Bike/Ped Committee presented an update on their work at the 9/18 TC Meeting and advised they have developed a Complete Street policy for Gray. They advised that the MDOT and several other communities have adopted complete street policies and Councilors discussed how it has come up when planning large road projects with MDOT/MTA. It has been submitted to Town Staff for review and feedback. Council discussed prioritization in content of whether part of comprehensive plan or stand alone item. Agreed to "medium" to start off. (1/22) TC discussed concerns with RT 26 bridge replacement which excludes bike/ped. One issue if Town needs to approve CSP before mandating MTA do the same. Would give us more leverage. (5/21) Council agreed to move up to M3 and to approach as a policy rather than ordinance changes. (8/6) Anne req this be added to an Oct agenda. (10/1) Council agreed to add to 11/12 workshop. (11/12) Council discussed and provide some initial feedback. (12/17) Anne & Dan to discuss 12/18. (1/7) Council reviewed and agreed next step is for Anne to present to the Planning Board for their feedback. (2/18) Anne reviewed with PB - they had some feedback but felt it was above their responsibilities as it was not translated into ordinances which is what they apply. (3/24) Anne has submitted to Deb. <b>Next Step: Deb sent to Alysa for a review. (4/21) Council approved policy with 1 minor change - this item is CLOSED.</b>
39b	Administrative	C	L	2	07/01/20	Consider the formation of a <b>Cable TV Committee</b> .	Deb Cabana	Deb Cabana	Brad Fogg	09/18/18	04/21/20	Although the Council decided to join the GPCOG coalition to hire one law firm to represent all member Communities in the contract negotiations, the Council did agree to consider a long term Cable TV Committee. This item is pulled from Item 39a. (6/18) A community meeting was held to determine if there is enough interest to form a committee to assist the Town with the TV station. (9/3) Deb advised Randy Visser will make presentation (9/17) Randy presented info to council. (10/1) Deb/Anne to work to clarify if Randy has volunteers for a committee. (11/12) Deb is reviewing proposed Comm charge & will have ready to present to Council at Dec meeting. (12/17) Council rev initial draft of committee charge with conversation with Brad. (3/10) Dan provided revamped charge to Brad. Brad/Randy to review & finalize. Sandy provided timeline to get on the 3/24 agenda. (3/24) Council approved the charge for the committee. <b>Next Step: Brad/Randy to submit volunteer applications for 4/21 meeting. (4/21) Council approved Randy Visser's application and will see Brad's at the 4/28 meeting. This item is CLOSED.</b>
A	Comp. Plan Update - breakout of tasks for Item 11	C	H	1	11/01/20	Inventory Chapters / map updates from GPCOG	Town Council	Deb Cabana	Northstar	03/06/18	06/02/20	Request for GPCOG estimate to provide inventory chapter updates which was provided via e-mail. Discussed in budget & 3/6 TC meeting. 1 mth/\$5,000 per chapter from GPCOG, 20K avail now - TC gave staff the green light. Doug Webster provided GPCOG contract update/timeline for their chapters. 9/18 - (4) draft chapters have been provided by GPCOG & Doug is working on locating a Map for the recreation dept to begin identifying open spaces. (11/13) Doug advised all chapters have been received and are being reviewed by staff. GPCOG is still working on map. (1/8) Doug advised chapters are done & with staff for review. GPCOG is on target with projected timeline for map (2/4) update provided to Council - Committee to work on review/update to inventory chapters. (4/21) Doug/Kathy advised Town Staff has reviewed and updated all but one chapter which should be done in the next week. <b>Next Step: Staff to finish, send to GPCOG to be incorporated in 1st draft of plan. (6/2) CPSC has completed the first draft and submitted it to the State. The inventory chapters are considered closed - thus this item is CLOSED.</b>

\*Status: O = Open C = Closed F = Future Priority: \*\*H = 1-3 months M = 4-9 months L = 10+ months

Last Update: 11/17/20

Status: **O** = Open **C** = Closed **F** = Future **P** = Priority: **\*\*H** = 1-3 months **M** = 4-9 months **L** = 10+ months

Last Update: 11/17/20

No	Goal/Category	*O/ F/C	** Priy	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
58	Ordinance	C	H	11	06/15/20	Review existing <b>Levelang Living Committee</b> to determine if a program will work for Gray - creating ordinance, forms & procedure.	Sharon Young	Town Council	Sharon Young	06/04/19	08/04/20	(6/4) Council rec'd presentation from Cumberhand Councilor & discussed. Council agreed an "Aging in Place" Program is separate from the Senior Tax Relief Program and could be pursued independently. (6/18) Council discussed further and agreed to looking at next steps in a workshop. (8/6) Workshop held with agreement this needs to be an organic citizen effort - not Council or Town Staff. Gray's needs are likely different than other towns and it is unknown which services/programs would be most needed. (10/15) Sharon advised she will not work on until after tax relief program is finished - est Dec/Jan. (12/3) Sharon advised there are a couple residents will to start affiliate committee. Sharon had requested info from Sec. of State office on voter registrations which would require Council approval. She advised she re-submitted application & will keep Council apprised. (12/17) Sharon advised there may be a grant opportunity to help set up programs. Council agreed to review material. Also, advised more discussions are ongoing regarding pilot communities for programs. (1/7) Grant appi was not completed in time for inclusion in packet, but was presented with req to add to agenda. Council approved pending add'l changes which Anne was to submit to Sharon and upon condition that the Committee discussion occur at the 1/21 meeting. (1/21) Sharon advised she was not submitting 2/15 Grant. Council ran out of time so was pushed. (2/4) Council discuss pilot prog but due to staff req, grant app deadline being 2/15 & add'l budget impact - to decline. Another option will be presented at 2/18 meeting. (2/18) Council agreed 5/16 an affiliate Committee for now. (3/10) Grant for outreach was approved. Committee is finalizing survey with 4/1 target date. Unfortunately, the shared Community Coordinator grant was not approved. (4/21) Survey is ready to be mailed. (4/28) Sharon adv survey has been mailed out. (5/5) Sharon adv they have rec'd quite a few back with some good results. She has also fielded some calls. (7/21) St. Joe's college is tabulating results. <b>Next Step: Await survey responses - target is 3 weeks for the online survey availability.</b> (8/4) Council agreed there is no further work for them until Committee provides survey results and reqs ass formally. I budget placeholder will be logged. <b>This item is CLOSED</b>
68	Ordinance	C	H	5	10/15/20	Review proposed <b>Local Food Rules Ordinance</b> for implementation.	Local Food Rules Committee	Town Council	Anne Gass	12/17/19	09/15/20	(12/3) Local Food Rules Community Group presented their proposed ordinance and provided some first hand experiences currently happening in Gray. Provided information on how the ordinance could assist with economic development and assist the many homestead farmers in Gray. (12/17) Council discussed and support moving it forward for more discussion. (2/4) Council provided some general feedback on ordinance, issues with continuity to other ordinances and process (OAC route as starting point - or allowing group to do updates to move it along faster). Majority of Council felt it was important to move along as soon as feasible given the economic impact it can have on Gray. Agreed that Anne would compile specific feedback. (2/18) Councilors provided feedback. (4/21) Draft updated ordinance has been sent to Alyssa. (4/28) Sandy adv Anne working on edits with group. (5/5) Anne provided update on action since last meeting - updated version will be reviewed at next meeting. Group is requesting 'emergency' status due to the covid-19 situation. (5/19) Anne reviewed changes. Council had no feedback - majority supports. Did request more detail on level of risk identified by Alyssa on 2 provisions. (6/2) Council removed reference to Farmers Markets and approved on emergency basis. (7/21) Council extended emergency ordinance with Farmer's Market addt. Discussed proposed changes and agreed substantive. (8/4) Council rev addt'l changes and agreed to move forward with them. (9/1) 1st read - council approved. (9/15) Council ext emergency to bridge gap in timing. <b>Next Step: 2nd reading set for 9/15 with public hearing. Will need to extend emer. ordinance again. (9/15) 2nd reading &amp; Council approval - ordinance will go into effect in 30 days. This item is CLOSED.</b>

**\* Status: O = Open C = Closed F = Future** **Priority: \*\*H = 1-3 months M = 4-9 months L = 10+ months** **Last Update: 11/17/20**

No	Goal/Category	*O/ F/C	** Prty	P No.	Target Date	Description	Sub By:	Owner:	Assigned to:	Dated Logged	Last Update	Comments
79	Ordinance	O	H	11	10/15/20	Update Mobile Vendor Ordinance to accommodate Food Trucks	Sandy Carder	Deb Cabana	Kathy Tombaralli	06/02/20	09/15/20	(5/19) Council discussed the fact that Food Trucks do not really fit in the Mobile Vendor Ordinance as they are more short term. Council agreed the ordinance needs to be updated as it was last looked at in the 90's and Food Trucks are a large part of the small business economy, allows for more food options for residents and are used to start new restaurants in some cases. OAC has a large list to work on. Kathy volunteered to take the lead. (6/16) Kathy pulled together some ordinances for the Council and asked some questions to obtain high level consensus and guidance on next steps. (7/21) Council reviewed draft from Kathy. (9/1) 1st read & council approved. <b>Next Steps: 2nd reading &amp; public hearing set for 9/15. (9/15) 2nd Reading &amp; Council approved - ordinance will take effect in 30 days. This item is CLOSED.</b>

# BUDGET ITEMS

No	Items Label	Cost Est.	Task No.	Description	Comments
1	Pocket Park	(2020) Grant + \$2,175 + \$3,300 in Public Works Dept	#69 M10	Gray Historical Society has a long term vision of creating a <b>Historic Walk</b> with the Pennell House Memorial (re: Cumberland Farms donation/assessment) kicking off the effort. GHS would like to discuss the <b>Town Owned Property at 5 Yarmouth Rd</b> as a <b>possible mini-park</b>	GHS in planning stages with more information will likely be available in January. Goal is to have full trail mapped out to identify specific locations as historically important for consideration when future development is planned. (10/28) Council needs more info, GHS/CEDC both have some ideas for the space, Council has RT115 project review starting, there is some thought to put up guardrails to prevent in appropriate vehicular traffic, Anne mentioned there could be grant money avail to help with developing a plan. Council agreed to keep on list pending presentation from GHS/CEDC in near future. (12/17) GHS/CEDC presented to Council & advised of possible Grant applications for funding which will be presented at the 1/7 meeting. (1/21) Council voted to approve grant application with direct \$2,175 match & \$3,300 of public works time/costs
2	Education Funds	\$5,250 per semester - \$0 in 2020	N/A	New <b>continuing education fund policy</b> was approved allowing for up to \$5,250 per semester in reimbursements per qualified employee studies. Benefit is dependent on available funds.	Policy includes request for submissions to allow for proper budgeting. Deb advised deadline for submissions is January. She will provide info on any budget requirements. <b>Employees had until Jan 19th - request included in individual budgets.</b> (10/28) Deb advised no employees have submitted request - thus no funds needed this year.
3	Employee Vacation/ Sick Fund	(2020) \$35000	N/A	As of June 30, 2017 the <b>Town's Liability for compensated absences</b> - this is an unfunded liability and comes into play when an employee retires or leaves and requires a payout of accumulated vacation/sick time.	There is no designated fund for total \$245,419. Deb advised Town spent \$18,000 on retirements last year (unfunded). Council discussed setting aside 10% (\$25k) or 15% (\$37k) annually to start. Council is looking at \$25,000 Manager Contingency fund as first step in this funding. (10/28) Council agreed further payments to close gap should be considered. (2/18) Deb advised she is seeking \$25,000 for this fund - separately from the Contingency fund as with pending retirements, it is likely the \$25,000 will be exceeded. (2/28) Katy advised she added another \$10,000 and stated we cannot reduce as it will all be spent next year plus likely the contingency fund.
4	CIP Payment	?	N/A	2018 CIP Bond package was put together to allow Town to make <b>payments to the CIP fund</b> over a 5 year period. The \$100,000 remaining outstanding from the 3/12ths rainy day fund is being logged separately - see below.	Need to determine the status of the \$500,000 repayment to rainy day fund. Need to determine what the annual payment is based on CIP 15 year projections over the 5 year period. Deb will have more info on repayment after new year. Council identified as top priority & Sandy expressed desire to ensure CIP has everything included before the calculated payment is worked on. Mo advised there was some equipment missing which has now been added. Discussed approaches to payment calculation including using an inflation rate of 4%. Council identified the possible \$100k gained from resale of old ladder truck as CIP payment - as voted on by residents. In addition, Council agreed to move \$100k into CIP from the \$500k payment into the 3/12ths - to use projected overage next year to finalize the \$500k re-payment. (10/28) Old ladder truck is now for sale. Council agreed to ask Finance Committee to come up with "fully funded" number to better understand the gap between current \$100k - for discussion purposes. (12/17) Deb adv \$85,000 rec'd from sale of old ladder truck and \$10,000 rec'd for sale of retired equip for total of \$95,000 for CIP fund. (2/13) Deb & Katy provided updated CIP information to Council. (4/2) Council agreed need to review/update fiscal policy after budget season to look at bonding larger, long term equipment items - will change CIP funding. \$42,570 interest going into CIP from bond, but will be used for paving. Agreed to keep funding at 1,850,000 with final review after final numbers provided. (4/28) Sandy re-raised the option presented by Deb/Katy to reduce the CIP payment by the \$42k interest payment as a way to reduce the overall increase on the operations side. The add'l paving could be pushed off or could be done with the result being the CIP end balance would be reduced by \$42k. Majority of Council wanted to stay the course & not pursue this option.

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5	Watershed Plans	\$18,000 (2018) \$5,000 (2019)	N/A	\$12k for Thayer Brook & \$6k for Cole Brook were approved in last year's budget. Cumberland County Soil & Water Conservation District has identified other watersheds that need surveys and/or protection plans.	Doug advised contracts have been signed & surveys will be underway shortly. Some discussion was made about what other watersheds need attention. Doug will reach out to CCS&WC to ask for input and estimated costs for next steps. Awaiting report back from initial watershed study for next steps and costs. (8/6) CCS&W will be doing a presentation in Sept to provide an update & next steps. (10/28) Presentation has been pushed to December. Council asked if CCS&W would provide feedback on other necessary watershed studies and estimates - In addition to any monetary impacts from completed studies. (12/17) CCSWD presented results of study to Council along with recommendations. Council asked for est. for each task (ballpark), as well as ISWG fees. (12/18) Katy provided the Watershed estimate document to the Council which is set to discuss it at the 3/26 workshop. (3/26) Council reviewed and would like Doug & CCS&WC to prioritize top tasks & resubmit lower budget. (4/2) Doug provided update - split in two piece with each about \$13k. Council would like tasks (1) from each proposal for this year & then the rest for next year to balance addressing current water quality issues and preparing for future impacts - revised cost \$7,200. (4/9) Kathy advised after re-reading proposals she better understands why Heather is recommending items 1-3 first before doing ordinance work. Will get clarification & bring to 4/16 meeting. No impact to bottom line as part of CIP. (4/21) Kathy rev with Council, and Council agreed to go back to the original 2 tasks - but only do task #1. With the grant funding the remaining tasks would be done the following year & after Task #1 is complete, the Council will have a better handle on when task #2 should be done.
6	Sidewalks - Libby Hill	\$115,000 plus - 20% of total?	N/A	MSAD15 has expressed interest in a joint effort in developing project plans for new sidewalks between Middle & High Schools on Libby Hill Road for possible grant application/approval for outside funding.	Council discussing top priorities from Public Works, included in Bike/Ped Plan and from MSAD15 standpoint. State grant programs require an approved project plan and as specific % of the funding approved & set aside before applying for remainder of funding. Joint leaders meeting with MSAD15 being worked on again. Steve included the Russell School piece in his engineering request for Shaker Rd (see item 25B). Dan also recommended a 'standard' be derived for all future sidewalks - covering things like width, grade, ADA requirements, etc. Steve advised he could work with Will to create a standard. Council will budget for engineering & roll this into the Shaker Rd project - see 25B below. 20% of funding would be considered in future budget once total cost is known. (10/28) Council asked to have Will provide estimate for engineering costs. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant.
7	Public Facilities Study	\$44,000	N/A	\$23,000 was approved in 2018 budget to conduct a Public Facilities Study on current capacity and projected capacity needs. (Public Safety Study)	No used Windham's recent study and did a rough draft to obtain quotes, a larger sum (\$56K) will be needed to complete this & the study was not as detailed as needed. Staff recommends breaking this into two pieces - Public Safety & All Other. Public Safety piece may require a specialty consultant. Staff will do more work to present options to Council. \$23k has NOT been spent and could be rolled over & added to - to cover options. Council cut this from the budget - anticipating doing it next budget. (10/28) Deb advised she engaged with a contractor to complete the Public Safety piece in this year's budget and will provide an updated estimate for other departments. (3/26) Council agreed that this should be pushed off 1 year so the new Manager can participate.

No	Items Label	Cost Est.	Task No.	Description	Comments
8	Broadband Partnership		N/A	Lakes Region Broadband Partnership along with Cumberland County are working on the <a href="#">Connect Cumberland project</a> to extend broadband through major corridors. Updating this to possible funding needed related to Grant being pursued with Wintham.	A presentation was made to the Council during the July 3rd, 2018 meeting. Costs are unknown at this time, but goal was to have more information by year end for budget planning. No update on costs at this time. (10/28) Deb advised the group was having difficulty finding a contractor to do the work and thus will not be included this year.
9	Skateboard Park	(2020) \$15,000	N/A	A GNG Student reached out to the Town asking for consideration of a <a href="#">Community Skateboard Park</a> . Partner with school?	Dean was working on pulling together information from other Towns with skateboard parks to provide cost estimates. May be funded by the recreational enterprise fund. Dan advised Mike L. at HS has a group of students working on this and he has given them the timeline for budget season. He expects they will reach out after the new year to come in for a presentation. \$25,000 estimate provided - but could be more - Council agreed need more advance work, possible Community group & fundraising before included in Town's budget. (10/28) Dan advised this is still be worked on. Council agreed until they are ready to present a plan both for the park and the fundraising piece, this will not be considered. (1/21) Officer Chadler will present at the 2/4 Council meeting. (2/4) Presentation made to Council, majority supports project, requested a full blown proposal with estimated budget before next steps could be determine. The funding will need to be grants, fundraising & the Town. Location will be critical. (2/27) Rec dept is requesting \$15,000 (out of estimated \$125,000-130,000) to start the ball rolling on planning & fundraising.
10	Land Acquisition Fund	(2019) \$50,000 (2020) \$25,000	N/A	A <a href="#">Community Center</a> has been discussed in various meetings and may be related to the above (13) Public Facilities Study - as far as next step planning.	May be funded by the recreational enterprise fund. Recently notified of 2 residents (Carrie Carter & Steve Morse) who have obtained a license from the state and are looking at setting up a Committee. This is tied to both the Comprehensive Plan and item 13B as a review & input from residents in need to determine need, size, location, priority, etc. Deb did advise that Newbegin is in need of substantial upgrades to make it more efficient and capacity has been breached. See 32 below - would roll into Land Acquisition fund. (8/6) The Council asked Deb to reach out to the owner of the Hamilton property to inquire about options for the Town - whether that is a community center with municipal parking, fields, or housing - or a combination of them - is unknown at this point & will require further discussion. (10/28) Council has this on their workshop list. (3/12) Council has set a workshop on 3/31 to discuss the status of the Hamilton Property and Land Acquisition funding. (3/31) Council discussed and agreed it is a great opportunity and Town should move to engage owners in an option contract to give us time to collaborate with GINGLL, Royal River, etc. to develop plan, seek resident input & approval and create a funding plan. (4/2) Council was provided with valuation info & will discuss land acquisition fund at 4/9 meeting. (4/9) Council discussed tentative steps for Hamilton property is to identify funding in this year's budget, then between now & possibly Nov election, working on more details for concept plans and identify funding options which could be used to seek residents feed and a vote with Nov election. Council agreed to set \$50,000 again as separate question. (4/28) Council agreed to reduce to \$25k and to list as part of the CIP warrant article.
11	Dog Park		N/A	A suggestion was received to establish a <a href="#">Town Dog Park</a> on the capped land fill. After some discussion, it was determined it was not a good fit; however, another location may work, if there is support.	Council agreed this is not something that will be pursued in this year's budget. (10/28) The land fill is no longer an option due to the pending solar array. No further requests have been made, thus it will not be considered this year.

No	Items Label	Cost Est.	Task No.	Description	Comments
12	Speed Signs	\$8,325 speed sign \$15,250 for text & speed combo sign	N/A	The Town owns one speed sign. Discussions about purchasing others - that mount to utility poles with flashing lights and "slow down" with the speed have been discussed.	The one sign Gray owns was obtained via a grant. Steve can obtain some costs estimates for a similar one and/or those mounted on utility poles. Also, Deb advised deputies have asked the Town to look into school flashing lights for Shaker Rd as it is difficult for them to enforce without them. MDOT has said we can install. Steve will obtain prices. Dan suggested we also calculate what % of time is dedicated to speeding & provide more information to residents. Steve did advise the sign does record & the data is given to the Sheriff's office. Signs for school zone on hold pending Fiddleheads status - others will need to wait for future budget. (10/28) Steve advised he found a different vendor - same sign - mount on trailer version which is in the \$3-4K range. He feels these are more effective than the pole mounted ones as people get used to those. The current sign has been damaged and will likely not be repaired until spring. (2/4) Fiddlehead's charter school is not relocating - they are buying the building & the center will be relocating. Council will need to discuss school signs again. (3/12) Alec advised the cost is closer to \$5,500 to purchase a new hybrid sign that has radar measured capacity as well as construction messaging capacity. He advised it does track data - but the computer it is using is very old. Council would like data at least reported out after each usage. Alec advised it is shared with the Sheriff but they do not maintain the data. (3/26) Alec provided \$8325 price for speed sign only or \$15250 for construction type sign with speed & text. Council believes the multipurpose sign is a better value - but may want to wait until next year. Council will consider once Shaker Rd project costs known. (4/9) Majority felt there is likely value in having add'l sign, but majority also felt it could wait given the existing sign is now fixed & ready for use again and we are purchasing a radar gun for the deputies.
13	Planning /Engineering	N/A	#4 M3	TIF Projects (Main Street, Village Shaker Rd, Route 115), Sidewalk projects, and other projects (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve projected \$75K for engineering work for the Route 115 project, but will advised that the engineering costs need to be included into the project request - if we go with MPI program - where MDOT would pick up 50% of costs - up to \$500k. Project is estimated at 1 million. Therefore, no budget impact for this fiscal year. Gorrill Palmer provided \$91,000 design fee & \$62,000 full time construction inspection fee as estimates - but would provide a new proposal when the Town decides to proceed. Given item 258 will likely use up TIF funds for this year, this will be considered in a future budget (with evaluating the intersection at the same time). (12/17) Public forum held on 12/5 - Council to set workshop. (3/26) Council is working to amend Route 100 South TIF to allow for funds to be used on this project. (4/21) Council set public hearing for 6/2 to put out to voters at 7/14 election.
14	Construction Costs	\$88,400	N/A	Extending sidewalk from Hannaford - Spruce Street - Sidewalk projects, and other projects (Wilkes Beach) require engineering work to develop plans before funding can be sought (or to have more pull with MDOT/MTA).	Steve is requesting \$13,770 for construction costs to extend the sidewalk from Hannaford to Spruce street (engineering has already been done). (2/13) Alec provided estimate which includes engineering, construction, crosswalk from Spruce to School walking path, tree removal/stonewall relocation & possibly drywell = \$88,400. Council set to discuss at 3/12 workshop. (03/12) Council agreed because we are expending substantial funds for the Shaker Rd sidewalk project, this one will need to be deferred. Alec also advised the existing sidewalk would need to be redone as it is not ADA compliant. Alec also advised work new the pathway would like need to be added to this project due to stormwater issues.

No	Items Label	Cost Est.	Task No.	Description	Comments
15	Contingency Fund	\$25,000	N/A	Many Towns (and most companies) incorporate a <b>Contingency Fund</b> into their budget planning to cover unforeseen expenses.	Deb provided (2) examples - \$18k for unfunded vacation/sick time for retirees and \$10k for the stormwater video work on Main Street. She has to cut from other parts of the budget which means other tasks go undone & must be refunded in subsequent budgets. Many municipalities have these funds to address unexpected or emergency situation. Another one is storm clean up for Public Works. Council discussed between \$20-30K. Council agreed to tentative \$25,000 amount to cover projected retirement and have some left over. (10/28) Council funded this as a combination of employee time & contingency - agreed we need to continue working on this fund. (2/18) Deb advised she is requested \$25,000 for this fund separate from vacation/sick time outstanding liability. (2/27) Katy advised we will likely spend this to supplement the vaca/sick time fund. (4/2) Deb advised it could cost up to \$10k for an add'l election if we miss the 6/9 election. Katy advised the money in this year's budget for that election would flow into the unassigned but would not be accessible until the following year's budget cycle after the audit was completed. Council needs to consider adding \$10k to contingency. Katy advised that contingency is set aside to help with transition to new Manager. (4/9) Governor will be moving election to July 14th - we will move local to coincide. Ballot printing, machine programming will be in current budget, there may be some money needed for staff time. Council agreed to keep contingency fund at \$25,000. Election change is another example of why a contingency fund is needed.
16	Senior Tax Relief Program	\$30,000	#53 H8.1 ©	There was limited discussion about a possible <b>Senior Tax Relief program</b> for the elderly property owners.	Other Towns have adopted them - an example - 70 years old, residency for 10 years and up to \$XX of reduction in property taxes. Sharon shared another example of parameters for such a program. Dan expressed concerns with using funds for other priorities. Means testing would be a requirement & it would have to be a principle resident. One goal is to avoid tax liens & subsequent forfeiture of the property - State just passed legislation to make it much harder for towns to force eviction due to unpaid taxes for seniors. Council would like more information on impact. Sharon proposed a \$25,000 starting fund, but Council wanted to work out details of program before considering as a budget item. (4/4) Council discussed again with increase to \$50,000 proposed by Sharon. Council did not agree to add to the budget as increase is already large & would like better handle on sustainability/costs (Cape - \$75k, Cumberland \$65k). Council could not identify items to scratch from budget to compensate for needed funding. (8/6) Workshop held. (10/28) Council has another workshop to determine if consensus can be reached on program parameters. (12/17) final changes discussed - 1st reading set for 1/7. Approved at 1/21 meeting. (3/26) Sharon is req \$30k for this fund. Sandy/Dan want to delay. Bruce/Anne want to reserve decision until final number crunching. (4/16) Majority of Council felt this new service should not be added this year given the current situation and strain on other taxpayers - not on a fixed income - who may be losing their jobs, etc. A request was made to put it on the ballot as a separate question, but only 2 Councilors supported.

21-22 Budget Items

Last Updated: 10/06/2020

No	Items Label	Cost Est.	Task No.	Description	Comments
17	Paving	(2020) \$469,250	N/A	Need to review <b>Paving budget</b> process to ensure projected & actual are closer	Paving has been increasing in costs the last several years with 'asphalt escalation fees' built into the contracts. This means projected jobs (4 roads) may not match what actually is paved (3 roads) as money runs out during the season. Either need to increase paving budget or need to identify 'definite' vs. 'maybe' roads in the process or select fewer roads. Need to keep engineering report in mind to ensure Town stays ahead of falling road projections. (10/28) Steve will adjust request - to ensure we get 'caught up' on our paving - as a starting point. (12/27) Figure excludes \$13,500 being requested for pavement condition study. (3/12) Council discussed request for study. There is no industry standard - and last study was done 2017. Alec said roads that have been paved in last 3 years would need a study to determine their updated status. Council asked for east to do just those roads vs. a full study. (3/26) Alec checked into reducing study & only option is to break down into districts to do one each year - but that will likely cost more overall. Council agreed it needs to be done by next year at latest, but need to push this year.
18	Libby Hill	(2020) \$13,579	#27 H1.2	Need to determine long term obligation and budget funding for <b>Libby Hill maintenance</b> for Town's portion of acreage	Work has begun on the Libby Hill deed review. That will include work on a maintenance agreement between the Town, MSAD15 and the Community Endowment. An informational meeting between the 3 parties is being scheduled. Need to determine how much annual funding will be needed for Town piece and what changes need to be made to CIP schedule. (10/28) Dan was assigned as liaison and the first meeting is set to work on identifying the costs. (12/3) Council discussed again & agreed should be on list. (2/27) Increased by \$2,527 for total of \$4,027 plus tractor in Mo's budget to assist. (3/12) \$4752 winter operations plus \$4800 spring operations = \$9,552. Requested Pavillion budgetting will likely be deferred until MSAD15 identifies their funding.
19	Rainy Day Fund	(2020) \$25,000 (2021) \$75,000	N/A	Need to <b>replay 3/12's fund</b> to make it whole	(10/28) \$500,000 was taken from the 3/12's fund to help purchase the new ladder truck. \$400,000 was paid back in 19-20 budget cycle. \$100,000 remains outstanding and needs to be paid back - within the next 4 years. (4/2) In our 3rd year to pay back over the 5 years total - Council agreed to only pay \$25K this year and look to pay remaining \$75k next year once more is known about the economic downturn.
20	Traffic Calming Measures	??	N/A	Add <b>traffic calming measures</b> as part of the project planning & designs	(10/28) Bicycle Coalition of Maine provides these items free of charge for testing; however, if Gray does decide to proceed with formal measures, equipment and/or construction costs may be incurred. (3/12) Anne advised it will take through the summer to set up tests and to identify what, if any, traffic calming measures will be recommended and then to determine costs. Will be considered in next year's budget.
21	Library Heating System	?	N/A	<b>Library Heating System</b> may need to be replaced in 5 years	(2/27) Mo advised increasing maintenance costs are being experienced with the Library boiler which should last another 5 years and recommends a future replacement to a version that has fared better in the other public buildings and is less costly to maintain - at a cost of around \$20,000. We are/will spend \$5,000 a year during the 5 years. Discussed the option of just replacing now - Mo clarified system is more complex and has more splits because of the layout (original building & addition). Council wants to make sure future update/conversion is covered in CIP.
22	Automatic Fuel Shutoff	?	N/A	Should systems be <b>upgraded to automatic shutoff</b> options	(2/27) Dan reminded Council that during the CZA process with Cumberland Farms an automatic fuel shutoff system was discussed (more costly) vs. having personnel being responsible for quickly (and correctly) shutting down systems to prevent a spill or minimize one. More research needed to determine costs/viability vs. benefit.

21-22 Budget Items

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No	Items Label	Cost Est.	Task No.	Description	Comments
23	Fencing	?	N/A	Need to <b>add Fencing to CIP schedule</b> - applicable departments	(4/9) Dan pointed out that existing Town owned fencing does not appear to be included in any of the CIP department schedules. Council agreed it should be added before next budget cycle.
24	Existing Sidewalks	?	N/A	Need to <b>add all Existing Sidewalks to CIP schedules</b>	(4/9) Sandy pointed out that existing sidewalks are also not listed in the CIP schedule for maintenance/reconstruction work. Town has been only addressing when applicable roads come up for paving - usually nothing is done when overlay paving is done - creating a situation where they are only being addressed when a road is reconstructed. By that time, sidewalks are in bad shape and add considerable costs to the road budget. Need to put money aside to ensure existing sidewalks are maintained and funded when reconstruction is needed.
25	Paving Plan	?	N/A	Create a <b>long term Paving Plan</b> to "catch up" with recommended schedule	(4/28) Dan suggested that between now & next budget, the Council ask Alex to create a long term paving plan - through 2035 perhaps - to identify a route to catch up on the backlog of paving. This could be used in conjunction with the planned road study (next budget cycle) to ensure progress is made each year.
26	Livelong Living	?	N/A	Placeholder for 21-22 FY Budget - <b>Senior Programs</b>	(8/4) Logging as a placeholder pending presentation from Lifelong Living Committee in Fall/Winter
27	LD1	N/A	N/A	Discuss impacts of LD1	(9/15) Council agreed to log to ensure discussion on how to mitigate issues with LD1
28	Enterprise Fund	?	N/A	Need to evaluate impact of <b>Covid on Enterprise Fund</b>	(9/15) Deb has advised current projections have fund just breaking even or with a small revenue amount.
29	Communications	\$18,910	N/A	Consider proposal from Community Communications Committee to use Fees for Equipment	(10/6) Anne advised the new Committee would like to see the newly discovered underpayment of franchise fees (\$18,910 for 2 years - more to follow?) put towards purchasing new/more equipment to improve the use of the Community Television Station and other platforms.
30	Public Safety Study	?	N/A	Review Public Safety Report to determine funding needs for changes	(10/6) Deb shared the report created from the Public Safety Facilities study which contains many recommendations. Some will flow through department budget process, but others may require Council action with possible funding implications.
31	Striping	?	N/A	Shaker Rd Project - new striping - increase to annual budget	(10/6) As part of the Shaker Rd Stormwater/sidewalk project, new striping was discussed - reducing lane size to create official bike line with proper striping, crosswalk addition, additional traffic calming - will add to existing striping on the road.